

PROGRAMME RESEARCH AND PRODUCTION MANAGER

JOB DESCRIPTION

Basic Terms:	Full time, salaried, one-year contract with potential for renewal
Salary:	£25-27k per annum
Location:	Bradford
Closing Date:	8 th September 2017
Interview Date:	11 th /12 th September 2017
Reports to:	Festival Director
Responsible for:	Programme research and production tasks for the festival and two Programme Research and Production Executives
Appointment:	Subject to satisfactory 3-month performance review
Experience:	Minimum 3 years' experience
Notice required:	1 month on either side

SUMMARY

This is an opportunity to be involved in developing and delivering Bradford Literature Festival, one of the most groundbreaking and inspirational festivals in the UK. We are looking for an ambitious and enthusiastic Research and Production Manager to support the Festival Director in the research and production of the annual programme. You will have first class research skills with excellent attention to detail, with the ability to distil and present relevant information in useable formats online and on paper. You will be able to build productive professional relationships with people from a variety of backgrounds and be confident in written and verbal communication. You will be versatile, dependable and thrive on working in a fast-paced busy dynamic environment. You will be a practical thinker with a flexible approach and attitude, the ability to act on your own initiative and as part of a team. This is a unique and very exciting opportunity to join a new festival with a solid growth plan supported by Provident Financial Group, Arts Council England and the University of Bradford. You will have the opportunity to help shape the development of the festival and drive its growth.

This a full time one-year contract with potential for renewal. Please note that appointment is subject to a satisfactory 3-month performance review.

MAIN RESPONSIBILITIES

- All aspects of research and planning for the festival programme in collaboration with director
- Responsible for line management of two programme research and production executives;
- Management and monitoring of the festival programme budget;
- Oversee booking of artists and specialist freelance staff, issuing contracts and agreements;

- Responsible for day to day liaison with authors and their PR's, ensuring that excellent relationships are sustained with all artists and that their practical requirements are met, e.g. accommodation, transport, visa logistics;
- Undertake in-depth programme research to produce and collate information on a range of different topics to identify potential speakers, artists, writers, and films as specified by the director;
- Use a wide range of online research sources and materials, distilling large volumes of research information;
- Ensure the provision of timely information about the programme and artists to support marketing, PR and sponsorship activity including collation of photographs, text and other information;
- Prepare meticulous contact lists and update the research database;
- Maintain accurate and up to date records for all research information in an accessible form, available to other team members;
- Liaise with artists, publishers, and agents to secure artist appearances at the festival as directed by the Festival Director;
- Communicate with artists/their management, Festival Director, and Operations Manager to facilitate event scheduling;
- Provide detailed and accurate research briefings to assist the Festival Director with meetings and press appearances;
- Contribute to grant applications;
- Assist the Festival Director in developing evaluation strategies and recording information towards the festival evaluation;
- Play an active, collaborative role as a key member of the festival team, working together flexibly to meet Festival deadlines;
- Assist the festival team as required at busy times in the festival cycle, e.g. marketing, PR, and special events;
- Undertake any other tasks for the performance of the job as may be reasonably required by the Festival Director.

JOB SPECIFICATION

Essential

- Minimum of three years' experience of research, arts or media working;
- Graduate qualification;
- High level and in-depth research skills online, on paper and in presentation;
- Graduate or higher level qualification/or equivalent work experience;
- Previous experience of planning, coordination and simultaneously running multiple activity strands in a high pressured and dynamic environment;
- A creative thinker, able to contribute programming ideas;
- Excellent verbal and written communication skills;
- Excellent software skills (PowerPoint, Word, Excel);
- A multi-tasker, able to work on multiple leads/strands of activity simultaneously;
- Good time manager, able to prioritise their own and others' workloads across a number of strands;
- Tenacious and attentive to detail, able to see an idea through to completion;
- A fast learner with the ability to research new areas in depth and quickly;
- A people person able to relate well to a wide spectrum of individuals of different backgrounds;
- A creative and practical thinker; able to act on their own initiative;
- Ability to work in a team;
- Flexible, enthusiastic, versatile, dependable;
- Proactive, tenacious, innovative and determined;
- Ambitious. Keen to work in a fast, dynamic, growing organisation;
- Able to work flexibly, working out of hours, particularly during the festival period;
- Smart dress code/appearance.

Desirable

- Prior knowledge and experience of one or more art forms/arts sector/festivals.

BACKGROUND

Bradford Literature Festival is an innovative, exciting new festival on the UK's literary landscape. Bold and ambitious both in its outlook and programming, it is turning Bradford into a regional, national and international cultural destination.

This year, the festival has packed over 300 events into more than 20 iconic venues across ten days, covering topics ranging from the Partition of India to the enduring appeal of Mr Darcy. The festival melds the voices of leading writers, performers, and poets from around the world with newer talent, creating an intellectually stimulating environment in which to tackle the issues that matter most in our world.

If the idea of working in a fast paced, dynamic environment as part of a small team dedicated to creating change sounds exciting, then we'd like to hear from you.

A copy of the illustrated, 178-page, 2017 Bradford Literature Festival brochure is available by post on request from jobs@bradfordliteraturefestival.co.uk.

HOW TO APPLY

Please send us a 2-page CV along with a covering letter responding to the job description, explaining:

- Why this opportunity interests you;
- What your relevant experience is in similar work environments;
- What particular skills and qualities you can bring to Bradford Literature Festival;
- Your educational qualifications;
- Your notice period for your current work;
- Your full contact details (including any relevant web links);
- When we can best contact you;
- Names and contacts of 2 referees that will be available to be contacted in the week commencing 4th September (at least one must be a recent employer);
- Confirm dates that you are able to attend an interview

If we feel there is a potential match with our aspirations and requirements and what you can bring to the post, then we will contact you to arrange an interview.

Please note that given anticipated demand, we can ONLY respond to those we invite for interview.

If you have any questions, or require further information prior to submitting your application, please contact Syima Aslam, Director, Bradford Literature Festival on jobs@bradfordliteraturefestival.co.uk. Applications should be sent to the same email address.