



30th June – 9th July 2017

bradfordliteraturefestival.co.uk

Ashfield Building, Richmond Road, Bradford, BD7 1DP, 01274 238283

- Job Title:** Stage Manager
- Reports To:** Operations Manager
- Location:** Bradford
- Remuneration:** Freelance contract paid **at £9 per hour**. As a minimum requirement, you must be available on the following days: **Saturday 1st, Sunday 2nd, Saturday 8th and Sunday 9th of July**. However, as the festival runs from 30th June – 9th July, there will also be some shift work required between these dates, including weekdays. Shifts will vary depending on the day to day requirements of the festival.
- Purpose:** Stage Managers are responsible for the success of events held at various satellite venues throughout Bradford city centre. The role involves managing the event set-up, greeting guests of the festival, and ensuring that events run smoothly and on time.

Bradford Literature Festival is hailed as one of the most inspirational festivals in the UK. In 2016 we curated over 200 events across 10 days, attracting more than 30,000 visitors. The 2017 festival will be even bigger, with more events planned and with guests comprising some of the best-loved names in literature.

Stage Manager Job Description

We are looking for highly organised, personable individuals to assist in the running of these unique events during the festival period (30th June – 9th July). Your duties will include:

- Running events at various satellite venues
- Greeting and briefing guest
- Introducing panels and communicating venue safety procedures to the audience
- Ensuring the venue is properly set-up
- Ensuring festival events run smoothly and to time
- Reporting any issues to the core festival team

This role will suit someone who has worked in an event, festival or conferencing environment who is a well-organised, friendly and quick-thinking individual.

In association with



Bradford Literature Festival is produced by Culture Squared, a community interest company.

Registered: 8845577 (England/Wales) VAT: 218879070



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Personal Specifications

Essential

- Experience of working on events in a similar environment
- Excellent customer service
- Excellent verbal and experience of public speaking
- Attention to detail
- Calm under pressure

Desirable

- Experience of working in a small team
- A First Aid Certificate
- A passion for literature

Personal Attributes

- Demonstrates sensitivity and possesses the ability to manage a range of stakeholders
- Team player
- Ability to work under pressure and deliver to tight deadlines

HOW TO APPLY

Please send us a 2-page CV along with a covering letter to: jobs@bradfordliteraturefestival.co.uk

Within your application, please ensure that you address the following points:

- Why this opportunity interests you (up to 300 words)
- Your relevant experience
- What skills and qualities you can bring to Bradford Literature Festival
- Your educational qualifications
- Your full contact details
- When we can best contact you

Please include the job title within the subject bar of your email.

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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 jobs@bradfordliteraturefestival.co.uk.

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