



Job Title: Festival Administrator
Basic Terms: £22k-£25k dependent on experience
Location: Bradford Literature Festival Offices
Working Hours: Flexible during core office hours of 8am – 6pm, Monday – Friday.
An understanding of extended working hours is essential particularly during the festival period.
Reports to: Head of Programmes
Closing date: Monday 5 September
Start date: ASAP
Interviews: Interviews will be held in early-mid September

Background

Bradford Literature Festival is an annual arts event and year-round cultural outreach programme that hosts respected authors, poets, speakers, musicians and artists from Bradford, the UK and around the world. Founded in 2014, BLF is now a key event in the UK cultural calendar and the most diverse literature festival in the country.

A young festival, BLF has grown rapidly in size and popularity. The festival takes place annually over 10-days at the end of June and the start of July, with a programme of over 500 events stretching from the heart of the city and across the district. BLF's signature mix of topic-led events, which include author talks, world-class poetry line-ups, live music, film, theatre and more, attract more than 70,000 people to Bradford each year. Alongside the main festival programme, our Early Years, Schools and Education programme invites children from all over Bradford District and families from all over the UK to participate in our unique brand of fun-led learning.

Please note that the appointment is subject to a satisfactory 3-month performance review. The role requires flexibility of working hours and patterns.

BLF is looking for an outgoing, enthusiastic and creative person to join the core festival team as Festival Administrator. This role would suit anybody who has experience in a related role, looking to gain new experience, be able to work more creatively, and work within the fast-paced and rewarding arts and culture industry.

Main Responsibilities

Under the direction of the Head of Programmes and senior Producers within the Programming department, the Festival Administrator's role and responsibilities will include (though not be limited to)

- Working to support the Head of Programmes and Programming team to deliver a high-quality programme of events and creative activities in communities and at the annual public festival:
 - Drafting and issuing artist contracts as per confirmation emails, and returning countersigned copies to the artist, agent or publicist. Keeping an accurate and up to date record of agreements issued or returned.

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- Liaising with artists, publicists and agents to collate all artist marketing materials including up to date headshots and biographies, keeping artist files up to date and working Marketing Executives to upload these to the festival website.
- Booking artist travel for all 500+ events in the festival, including international travel, executive cars, and ground transport between events – planes, trains and automobiles!
- Booking artist accommodation for all 500+ events in the festival. Liaising with hotel partners to ensure that block bookings are confirmed or released in a timely manner. Researching and booking VIP accommodation where required.
- Liaising with Artists regarding their requirements, as instructed by relevant Producers, and working with Producers to ensure all requests are appropriate and within budget.
- Keeping detailed, accurate records of all logistical arrangements and updating Programme budgets regularly to ensure accurate financial reporting. Ensuring all bookings are made in a timely manner to ensure costs are kept to a minimum.
- Drafting Speaker Packs and Artist Schedules on behalf of Producers, collating all necessary information including travel, accommodation and venue information in one place, ensuring artists have all the information they require ahead of their event.
- Providing BLF Festival Booksellers, Waterstones, with an accurate database of all festival author's books which will be sold in the festival bookshops. Liaising with Waterstones to ensure an appropriate number of books are stocked at appropriate venues, ensuring book signings run smoothly.
- Collating and distributing copies of festival books to relevant chair-people and panelists, ensuring they receive them with plenty of time to prepare for their events, collating guestlists, dietary requirements etc.
- Monitoring and managing the Info email account, providing timely and friendly responses to enquiries on behalf of the Programming team.
- Logging pitches from publishers and artists and programming ideas in Trello on behalf of the Artistic Director, Programming department and wider BLF team.
- Collating and distributing Publisher catalogues to the Programming team, and assisting in researching potential artists the festival programme.
- Event Managing an allocation of smaller scale festival events, ensuring the smooth running of projects including but not limited to film screenings and our Lunch Bites series.
- Supporting on the coordination and delivery of high-profile festival receptions, such as the opening night dinner, and receptions associated with events such as the annual Free Word Lecture.

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- Requesting, checking, logging and processing artist invoices, supporting timely payment by the company Accountant.
- Providing day to day support for the Head of Programmes including but not limited booking meetings, travel arrangements, and providing other administrative support including administrating, minuting and contributing to bi-weekly Programme team meetings and monthly wider festival programme meetings.
- Alongside the rest of the core festival team, supporting the annual festival across all activity strands and offering a level of support as required across any/all areas of festival delivery production as appropriate.
- Maintaining good lines of communication and records in relation to events/projects on which you are supporting, with colleagues across the team, ensuring that elements of festival production such as artist travel and accommodation, event scheduling, staffing and marketing are managed and delivered to schedule and on budget.
- Supporting the marketing team with clear notes and information for marketing such as proof-reading and contributing to copywriting where needed.
- Supporting the Festival Artistic Director and CEO where required, deputising for her Executive Assistant to cover annual leave where appropriate.
- Supporting the Production, Development and Marketing departments with any other related activity that may be required, during busy periods and to cover annual leave.

The role requires flexibility of working hours and patterns, particularly at programming deadline points of delivery, and a driving license and own vehicle is preferred.

Personal Specifications

Essential

- Proven track record of experience as an Administrator in a Festival or arts / cultural organisation.
- Proven experience of making logistical arrangements including travel and accommodation at scale.
- Experience of effectively managing and prioritizing multiple tasks simultaneously while under pressure.
- Proven organisational skills and ability to work accurately, in a time sensitive environment.
- Excellent verbal and written skills.
- Ability to work flexibly when required, particularly during the core festival period
- Comprehensive IT knowledge, including Microsoft Office, and Mac

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- Hold an existing DBS or be willing to undertake one
- Capable of working in a small, close-knit team
- A passion for literature and an interest in the work of Bradford Literature Festival.

Desirable

- A personal love of, and interest in the wider arts and culture scene.
- Passionate belief in the importance of the arts and culture, particularly literature and literacy, to increase levels aspiration, build ambition, support the regeneration of communities and community cohesion
- Experience working closely with artists, agents and publicists

Personal Attributes

- Excellent communicator
- Meticulous organisational and administrative skills
- Demonstrate sensitivity and possess the ability to work with a broad range of people
- Team player
- Confident independent worker, sure to ask questions whenever unsure
- Adaptable problem-solver
- Ability to work under pressure and deliver to tight deadlines
- Passionate about the transformational power of the arts
- Understanding of the challenges facing the creative sector as a result of the Covid-19 pandemic

HOW TO APPLY

Please send us a CV along with a covering letter (no more than 2 pages) 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.

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. Applications should be sent to the same email address.

For more information on the festival and our programme please visit:

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<http://www.bradfordlitfest.co.uk>

You can also follow us online:

Twitter/ Facebook/ Instagram: BradfordLitFest

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