

## **Freelance Artistic Director Children s Festival (Chester Literature Festival) Job Description**

**Period of Post:** May 31<sup>st</sup> October 2010 / minimum of one day per week

Chester Festivals mission is to drive and strengthen the growth of the festivals and events sector within Chester, to realize our vision of a world class festival city that enriches the cultural life of residents and enhances the visitor s experience. Chester Festivals will pursue excellence within cultural and leisure industries and support the development of the visitor economy. Through an understanding of the economic imperatives for the arts we will work to ensure strong, healthy and financially viable organisations.

**Post Title:** Freelance Artistic Director, Children s Festival within Chester Literature Festival

**Reports to:** Programme Manager, Chester Literature Festival

**Salary:** to be discussed on application.

**Hours:** Average of one day per week, and every day during the festival.

**Location:** Work from home with liaison meetings to be held at Chester Festivals offices or by telephone.

**Purpose of post:** to lead and deliver the Children s Festival programme within the Chester Literature Festival

Chester Festivals is introducing an exciting new element to the Chester Literature Festival this year: a children s festival which will take place throughout the autumn half-term week and the weekends either side. The children s festival will start on Saturday 23<sup>rd</sup> October and finish on Sunday 31<sup>st</sup> October. It will offer events for children of all ages comprising a wide range of performance events, workshops/interactive events, participatory projects and meet the author sessions. There will be at least three events on each day and they will take place during the day in venues in the city centre.

We are looking to appoint an Artistic Director to programme and deliver this festival in conjunction with the Programme Manager for the Chester Literature Festival to ensure that the programme is balanced between event types and for different age groups and genders.

### **Artistic Direction and Programme**

1. To work with the Programme Manager of the Chester Literature Festival to devise and develop a children s festival in line with the Chester Literature Festival s three-year development plan.
2. To work with other organisations to develop a performance and education programme to engage all sections of the community and encourage participation and creativity opportunities without regard to age, gender, ability, or sexual orientation.
3. To ensure that supporters, funders and key stakeholders are fully involved with the children s festival programme and that it meets expectations.
4. To assist with the marketing and press and publicity of the children s festival.

## **Financial Management**

1. To work within the budget guidelines and manage the children s festival within the budget.
2. To manage compliance with Chester Festivals financial procedures, ensuring timely payments.

## **Other**

1. Artistic Director will consult regularly with the Programme Manager, Chester Literature Festival.
2. Artistic Director will make the pitches to relevant publishers, agents, authors, including negotiations about fees, accommodation and travel (in line with the budget).
3. Artistic Director will provide and write material for the brochure and help to promote the festival.
4. Artistic Director will be the main liaison point between authors and performers and Chester Festivals.
5. Artistic Director will assist with the event management prior to the festival and during the festival.
6. Artistic Director will attend corporate hospitality events if required to help promote the festival to sponsors and funders.

## **Qualifications**

Chester Festivals is a small organisation; therefore the successful candidate must be able to work on their own initiative. We are looking for a committed, enthusiastic and motivated person, a can-do attitude is essential as is the ability to work well under pressure. We are looking for applicants with experience of working with children and the performing arts and with development of participatory events to engage all sectors of the community. Applicants should have contacts in the relevant areas to allow them to programme a series of outstanding events.

Applicants should send a CV (no more than 3 sides A4 paper) and a covering email to [k.seddon@chesterfestivals.co.uk](mailto:k.seddon@chesterfestivals.co.uk) by 12 noon 13<sup>th</sup> May 2010.

Chester Festivals is committed to Equal Opportunities and positively welcomes applications from all sectors of the community.

Supported by the Arts Council of England and Cheshire West & Chester Council.