



Holmfirth Arts Festival 2023
Job Description - Access and Inclusion Manager
Freelance Fee £2,000
for approximately 10 days work between March and October 2023
Closing Date MIDNIGHT ON SUNDAY 19 FEBRUARY 2023.
Interviews will be held on Monday 27 February in person in Holmfirth (venue tbc)

About Holmfirth Arts Festival

Holmfirth Arts & Music Ltd formed in 2007 (incorporated in March 2010) with the aim of supporting and encouraging the development of art and music in Holmfirth and the Holme Valley. It is a company limited by guarantee and a registered charity.

Its major project is the annual Holmfirth Arts Festival - one of Yorkshire's best small Festivals.

Holmfirth Arts Festival celebrates creativity in the landscape by:

- Commissioning new work and supporting diverse artists
- Inspiring diverse communities to engage with the arts and their heritage
- Caring for the environment
- Connecting locally, regionally and internationally

The 2023 Holmfirth Arts Festival programme comprises a series of monthly concerts and walks from May to October, with participatory arts projects running April to June and again in October and a free festival weekend of outdoor arts activities, including a parade, on Friday 16th, Saturday 17th and Sunday 18th June.

Our Values underpin how we work across all aspects of our organisation including programming and how we work with each other.

- nurturing CREATIVITY in all forms
- CELEBRATING people and place
- CARING for each other and the environment
- CONNECTING people to each other and to the places they live

Job Title	Access and Inclusion Manager
Responsible To	Festival Manager
Freelance Fee	£2,000 for approximately 10 days work between March and October 2023

Overall Responsibility The Access and Inclusion Manager is responsible for ensuring Holmfirth Arts Festival meets the access and inclusion needs of artists, freelance staff, volunteers, audiences and attendees at Festival events in 2023. You will be the first point of contact to deal with access requests and will work closely with the freelance professional Festival Manager and volunteers in the Festival Team to ensure the welcome and support of people with access needs at the 2023 Holmfirth Arts Festival.



Key Tasks and Responsibilities:

A In the lead-up to the festival

- Digest and suggest amendments to HAFs access and inclusion protocols
- Liaise with the Festival Manager and Event Safety Manager to compile/update/publish access information for all venues and events
- be the first point of contact to deal with access needs requests of artists, freelance staff, volunteers, audiences and participants. This may include arranging transport, adapted accommodation, hearing loops, sign language interpreters or audio descriptions and liaising with the Festival Director to agree budgets for these services.
- liaise with the Festival Manager to contract access providers
- update the Festival Director and Festival Manager at weekly meetings
- attend other meetings as required by the Festival Director or Chair of the Board of Trustees.

B During the festival

- Continue to deal with access needs requests from audiences and participants as they emerge
- Liaise with the Festival Manager, to coordinate the Festival Team, venues, staff and artists to ensure the welcome and support of people with access needs.

C After the festival

- take full part in HAF's evaluation procedures
- update HAFs Access and Inclusion protocols

Additional Notes

The Access and Inclusion Manager will from time to time be required to carry out other duties appropriate to the post, any such duties to be mutually agreed between the Access and Inclusion Manager and Festival Manager in liaison with the Festival Director. The Access and Inclusion Manager will at all times carry out their duties with due regard to Holmfirth Arts Festival's core values and policies. This is a freelance post, and the Access and Inclusion Manager will be responsible for paying their own tax and NI.

Person Specification:

Essential experience

1. Significant experience of coordinating the access needs of individuals in non-formal education/public settings/events
2. Significant understanding of diversity and inclusion policies and their implementation
3. Experience of working with volunteers and/or in community arts
4. Experience of creating risk assessments and dealing with health and safety for people with access needs in live events/public settings.



Essential skills:

1. Outstanding communication skills, using appropriate communication methods with people with differing access needs.
2. Good organisational, time-keeping, and planning skills
3. The ability to prioritise strategically and deal calmly with an extremely busy working environment during festival time
4. The ability to motivate, encourage and inspire a wide range of co-workers, many of whom will be volunteers

Desirable experience

1. Experience of working on arts projects with limited financial resources
2. Experience of working on an arts festival team, in any capacity
3. Knowledge of the Holme Valley/Huddersfield area and its cultural and artistic life

Job Advert

Holmfirth Arts Festival 2023 is looking for a freelance Festival Manager.

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The Access and Inclusion Manager is responsible for ensuring Holmfirth Arts Festival meets the access and inclusion needs of artists, freelance staff, volunteers, audiences and attendees at Festival events in 2023. You will be the first point of contact to deal with access requests and will work closely with the freelance professional Festival Manager and volunteer Festival Team to ensure the welcome and support of people with access needs at the 2023 Holmfirth Arts Festival.



We are looking for a caring individual who is committed to ensuring access and inclusion for all across the 2023 Festival programme and who is able to remain pragmatic and calm in a busy working environment, such as a live event.

We would like to hear from you if you have excellent organisational, people management and and have experience of:

- coordinating the access needs of individuals in non-formal education/public settings/events
- understanding of diversity and inclusion policies and their implementation
- working with volunteers and/or in community arts
- creating risk assessments and dealing with health and safety for people with access needs in live events/public settings.

Further detail about the job can be found on our website [here](#)

To apply please evidence your relevant skills and experience by responding to the [job description](#) in writing or by recorded video. Sending your written/video response to the job description, along with your CV, by email to director@holmfirhartsfestival.co.uk no later than **MIDNIGHT ON SUNDAY 19 FEBRUARY 2023.**

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