



Holmfirth Arts Festival 2023
Job Description - Festival Manager

Freelance Fee £6,000

for approximately 30 days work between February 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.

You will be working closely with our Festival Director, Bev Adams, who has directed our last 5 Festivals and has substantial outdoor arts and community engagement experience.

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	Festival Manager
Responsible To	Festival Director
Responsible For	Festival Team, Volunteers
Salary	Fee of £6,000 for approximately 30 days work between February and October 2023

www.holmfirthartsfestival.co.uk

Holmfirth Arts Festival (Holmfirth Art & Music Ltd)

Company Reg. No: 07198613 Reg. Charity No: 1141623

Registered office: Fair Trader, 34 Huddersfield Road, Holmfirth, HD9 2JS



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Overall Responsibility The Festival Manager is responsible for ensuring the smooth operation of the 2023 festival, scheduling and managing the team of volunteers, and co-ordinating and administering the flow of vital information between the festival and its visiting artists and performers, venues, agents, suppliers, volunteers and trustees. Effective working with the professional Festival Director and the Festival Team - which includes freelance staff and a group of experienced volunteers who support the Festival year-round in fundraising, marketing support and event delivery - is vital to the success of this role.

Key Tasks and Responsibilities:

A In the lead-up to the festival compile an event management plan (template provided) which will include:

- liaising with professional and non-professional artists, requesting and digesting technical specifications, method statements, risk assessments, proof of public liability insurance and riders in order to ensure their needs are met, enable their high quality and stress free performance and the smooth and safe delivery of the indoor and outdoor Festival programme.
- booking indoor and outdoor venues and liaising with local authority to provide requested information (usually site plans and risk assessments which also form part of the draft event plan)
- contracting all artists and suppliers, in consultation with the Festival Director, using the Festival's standard contracts,
- scheduling the Festival Team, ensuring that all Festival events and activities have the appropriate volunteer and technical support.
- attending meetings and briefing the Festival Team and volunteers, producing volunteers packs, badges, individual rotas etc.
- managing relationships with Festival venues, ensuring all venues have the appropriate information about event(s).
- managing relationships with local businesses, ensuring all businesses have the appropriate information about road closures and events that may affect their operations.
- working closely with the Festival Team, ensuring that team members responsible for each event have the information they require, Co-ordinating the team's activities so that their work contributes effectively, consistently, and in a timely manner to the successful delivery of the festival.
- attending other meetings as required by the Festival Director or Chair of the Board of Trustees.
- updating the Festival Director at weekly meetings
- liaising with the Access and Inclusion Co-ordinator to ensure that access needs for artists, attendees and participants at events are met

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- managing the box office and financial reporting during the lead-up to, during and after the Festival: producing ticket allocation spreadsheet for all ticket outlets, monitoring sales, allocating complimentary tickets at the request of the Festival Director, producing ticket sales updates as required for Festival Director and Marketing Manager; reconciling box office takings during and after the Festival, in liaison with the Treasurer and Festival Director.

B During the festival

- provide all necessary scheduling for volunteers, Festival Team, technicians, suppliers, artists, performers and all other festival staff to ensure the smooth operation of the festival, day by day, indoors and outdoors
- co-ordinate and manage the Festival Team in all their activities throughout the Festival
- liaise directly with all visiting artists and performers, ensuring their timely and safe arrival in Holmfirth and at their venue
- provide artists and supplier's technical and wellbeing needs to ensure their quality, safe and stress free performance at the Festival
- monitor ticket sales
- produce daily ticket sales updates for Festival Director and Marketing Manager
- support the Festival Team to run the box office at Festival events – produce customer lists, door sales, ticket collection etc.
- sell merchandise as required
- liaise with Treasurer re. cash received from door sales, bar sales etc.
- be involved in front of house venue set up, briefing volunteers and creation of risk assessments
- assisting the Access and Inclusion Co-ordinator to ensure that events are accessible to all
- liaise with evaluator and send out evaluation questionnaires after each Festival

C After the festival

- thank all artists and contributors
- co-ordinate all necessary returns, e.g. equipment, chairs, with the help of the Festival Team and available volunteers
- take full part in HAF's evaluation procedures
- liaise with Festival Director and Treasurer on reconciling all box office, bar and merchandise takings



Additional Notes

The Festival 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 Festival Manager and Festival Director. The Festival 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 Festival Manager will be responsible for paying their own tax and NI.

Person Specification: essential experience

1. Significant experience of festival management, arts project management or stage management in the performing arts
2. Significant experience of scheduling and planning in an arts context
3. Experience of working with volunteers and/or in community arts
4. Experience of working on arts projects with limited financial resources
5. Experience of risk assessments and health and safety in an arts or events context
6. Experience of managing a box office
7. Experience of liaising with local authorities

Essential skills:

1. Outstanding organisational, time-keeping, and planning skills
2. Good administrative and office skills, including Excel
3. Basic financial management skills
4. Strong written and verbal communication skills
5. The ability to prioritise strategically and deal calmly with an extremely busy working environment during festival time
6. 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 an arts festival team, in any capacity
2. Knowledge of the Holme Valley/Huddersfield area and its cultural and artistic life

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@holmfirthartsfestival.co.uk no later than **MIDNIGHT ON SUNDAY 19 FEBRUARY 2023.**

Interviews will be held on Monday 27 February in person in Holmfirth (venue tbc).



Job Advert

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

Job Title	Festival Manager
Responsible To	Festival Director
Responsible For	Festival Team, Volunteers
Freelance Fee	£6,000 for approximately 30 days work between February and October 2023

Application Deadline **Midnight 19 February 2023.**
Interviews Friday 24 February in Holmfirth (venue TBC)

Job Summary

The Festival Manager will take responsibility for ensuring the smooth operation of the 2023 festival: scheduling, managing the team of volunteers and co-ordinating and administering the flow of vital information between the festival, visiting artists, freelance staff, volunteers and trustees.

Job Description

We are looking for an energetic, hands-on individual who is able to motivate, encourage and inspire a wide range of co-workers, many of whom will be volunteers, and who is able to remain pragmatic and calm in a busy working environment, such as a live event.

You will work closely with our Festival Team of committed and experienced volunteers, talented professional UK professional artists, enthusiastic local artists and a skilled technical team. You will be managed by our Festival Director, who has directed the last 5 Festivals and has substantial outdoor arts and community engagement experience.

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.

Contract for +- 30 days of work between 1 March to 30 October 20

Job Requirements

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



festival management, arts project management or stage management in the performing arts
scheduling and planning in an arts context
working with volunteers and/or in community arts
working on arts projects with limited financial resources
managing risks and health and safety in an arts or events context
managing a box office
liaising with local authorities

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

Job Responsibilities

Essential skills:

- Outstanding organisational, time-keeping, and planning skills
- Good administrative and office skills, including Excel
- Basic financial management skills
- Strong written and verbal communication skills
- The ability to prioritise strategically and deal calmly with an extremely busy working environment during festival time
- The ability to motivate, encourage and inspire a wide range of co-workers, many of whom will be volunteers

Desirable experience

Experience of working on an arts festival team, in any capacity
Knowledge of the Holme Valley/Huddersfield area and its cultural and artistic life

How to Apply

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@holmfirthartsfestival.co.uk no later than MIDNIGHT ON SUNDAY 19 FEBRUARY 2023.

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