

Event Support Contract

The role of the event support officer is to provide excellent administration and organisational skills to the Creative Director and the team in the run up to the festival as well as some time post event to support the collation of reporting / preparation for organisational development. You will help to coordinate every aspect of the festival. You will take a lead in working with our many community partners to support their events and be a lead contact for all supporting artists / poets.

You will need to have a clear overview of what is happening locally each day, and provide necessary event details / logistics to support any external staff (e.g. at partner venues such as NonSuch, Confetti and Metronome.) A good knowledge of arts and community organisations in Nottingham would be useful.

Responsibilities include:

Supporting Marketing Activity

- Oversee quality control on local event submissions
- Organise the brochure delivery / distribution
- Administrate the festival database
- Mail brochures to organisations further afield
- Create brochure templates for Confetti Design and oversee them going to print
- Act as Quality Controller on the NPF website - Collating copy and photographs for local events

Logistics

- Communicate to local organisations taking part in the festival e.g. when event clashes emerge - provide support to alleviate this where possible (alternative venues / time changes etc.)
- Administrate contracts for all headline and support acts
- Support photography/media coverage of the event and collate for evaluation
- Act as a central point of contact for the festival

Team work

- Act as an ambassador for the festival – attending events and supporting logistics / collating evaluation materials ready for reporting
- Be available to support other team members/volunteers on task completion/project activity where necessary.

Person Specification

Skills and Experience	Desirable	Essential
First rate organisational skills		Yes
Previous experience of event management / coordination	Yes	
Artform knowledge	Yes	
High level of IT literacy / spreadsheets / communication/photo editing/		Yes
Literate and Numerate		Yes
Good with People		Yes
Commitment to inclusion		yes
Knowledge of GDPR (Data Protection)	Yes	

The maximum value of this contract is £4000 based on approximately 300 hours work between March and June 2020. The majority of work will happen between now and May 2020 but there may be some work post-festival to support steering group activity and reporting.

A mutually agreeable payment schedule will be agreed with the contractor

The Small print

All contracts are offered on a freelance basis so you need to be equipped with a laptop / mobile. You must also be registered as self-employed with HMRC.

What we can offer you

- Payment in line with the outcomes listed above
- A fair fee
- We are funded by ACE / Sponsorship. We will pay you as soon as we can after submission of invoices. Any Agreed expenses or subsistence costs can only be reimbursed on submission of receipts
- An opportunity to work on a growing festival with some excellent artists already booked and lots of opportunities to make your mark to enable the 5th festival to be the best yet

Terms and Conditions

1. You will be responsible for your own Tax and NI when working for NPF
2. Any expenses payments (related to NPF) will be agreed in advance
3. The contract can be terminated by either side with 4 weeks' notice
4. We retain the right to withdraw the offer of work in the unlikely event that the contractor carries out any actions that bring the festival or Confetti Media Group into disrepute or if our funding is withdrawn.

Want to apply?

Please complete the online web form and attach your CV. Please also let us know when you could start work and any pre-existing commitments that might impinge on your ability to deliver this contract.

The deadline for submissions is 5pm on 28/02/2020.