



Incoming Festival Festival Assistants (Freelance) – Job Description 2019

Incoming Festival celebrates the best emerging theatre companies from across the UK. 2019 will be the sixth Incoming Festival taking place at New Diorama, London; HOME, Manchester; and Tobacco Factory Theatres, Bristol between 24 – 30 June. Alongside the 15 companies taking part in this year's festival, a series of workshops and discussions will give further opportunity for audiences and participants to engage with the festival.

As part of Incoming Festival 2019, A Younger Theatre is offering the chance for two individuals to join the festival team as Festival Assistant. This is a hands-on role for someone who is looking to gain experience working on a festival. The chosen candidates will demonstrate a desire to work within theatre and/or the arts, ideally within a festival or producing/production context.

Incoming Festival is managed by a small team, and the Festival Assistant will play a crucial role in the delivery of the festival during the month before and during the festival itself. The Festival Assistant is a varied role incorporating elements of project and venue management, producing and marketing. It would ideally suit a recent graduate or an early career professional looking to gain more project experience.

For 2019 the Festival Assistants will be working from either Manchester or Bristol during the festival, and would ideally have a strong knowledge of either of these cities for the purpose of marketing and targeted engagement.

The Festival Assistant will:

- Assist the Festival Co-Directors in the run up to and during the Festival.
- Be responsible for the delivery of the workshop programme, managing workshop leaders, ticketing and venue partnerships.
- Assist in the delivery of the marketing and campaign-specific tasks with the Festival Co-Directors, including print distribution, mailing list compiling, advertising, video content and social media.
- Act as a liaison between the companies performing and the partner venues, being hands on during the festival, and responsible for venue specific queries.
- Be a welcoming pair of hands during arrival/get ins for visiting companies.
- Support targeted engagement for the Festival's subsidised ticket scheme.
- Assist with administrative tasks including budget management, ticket sale monitoring and the festival evaluation process.
- Undertake ad hoc activities that arise during the engagement period as required by the Festival Co-Directors.

Essential Qualities:

- Extremely organised and able to handle multiple tasks.
- Ability to work under pressure, and with a “can do” attitude.
- Competent in taking the lead on project specific tasks.
- Polite and professional, and able to work alongside people at all levels including key stake-holders.
- Understand how a festival is put together, and the needs of performers, staff, venue and customers.
- Exceptional time-management skills.
- A knowledge and understanding of contemporary theatre.

Desirable Qualities:

- Previous experience in a festival environment and/or of producing.
- Arts marketing experience.
- An understanding of social media and its applications to the arts.
- Previous admin experience.

Fee and Expenses:

The Festival Assistant will be paid a fixed-rate fee of £1500, on a freelance basis working across May-June 2019, flexible hours around other work commitments/projects will be provided. A contribution towards travel and accommodation will be provided for those not living in Bristol or Manchester.

We particularly encourage applications from POC, working class or LGBTQ+ candidates.

APPLY:

To apply please send a CV and one page cover letter to jake@ayoungentheatre.com with INCOMING FESTIVAL – FESTIVAL ASSISTANT in the subject line.

Please outline why you are applying for the role, what you hope to gain from it and ensure you cover all the essential qualities as listed above.

Deadline for applications: 5pm, Tuesday 7 May.

Interviews via Skype: W/C 6 May.

The Festival Assistant role has been made possible by support from Arts Council England's National Lottery Project Grants and three anonymous donors.