

All correspondence to:

e-mail: tidelinesrecruitment@gmail.com

Job Description:

Tidelines Book Festival Co-ordinator

Background of post

Tidelines Book Festival is a community run group which aims to encourage involvement with and participation in literature and all its forms.

The primary activity is running an annual series of literature events over one long weekend in September, along with a programme of free author visits to schools within North Ayrshire's most socially, geographically or economically challenged areas. Tidelines also runs ad hoc events throughout the year such as free creative writing workshops for targeted groups and one-off author and poetry events.

Role Definition

Reporting to the Chair of the Board, we envisage the role of Festival Coordinator will suit someone who can work flexibly as a freelancer and who can work from home with travel as required. The main aim of the role is to deliver operational support to the Tidelines Book Festival Board and to facilitate links between Tidelines Book Festival and the wider community.

Main duties

- To work with the Tidelines Board to support strategy and to deliver the programme of work which includes: programming, liaising with authors and publicists, marketing and social media, funding applications and day to day administration
- To raise the awareness of Tidelines Book Festival within areas of deprivation in North Ayrshire
- To work with the Tidelines Board to identify sponsors and funders, assist with applications for funding and to develop other fundraising strategies
- To manage the annual schools programme and to continue to develop positive relationships between Tidelines and North Ayrshire Schools and education services
- To help to build and maintain community connections and relationships for Tidelines Book Festival as a whole
- To identify and liaise with key partners in the community and voluntary sectors
- To develop and co-ordinate the number of a community partners working with Tidelines Book Festival
- To co-ordinate and increase the number of community venues available to Tidelines Book Festival
- To co-ordinate a programme of activities within pre-identified areas of North Ayrshire to encourage participation and engagement from non-traditional book festival attendees and to make the festival relevant to them including the elderly, young people and low waged.
- To contribute to the effective development, expansion and delivery of Tidelines Book Festival
- To report back to the Tidelines Festival Board

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Person Specification:

Please refer to this document carefully when completing your application and preparing for your interview. You must demonstrate how you meet the criteria on your application.

	<u>Essential</u>	<u>Desirable</u>
Qualifications	Educated to at least Higher level standard	Educated to degree level or equivalent in an appropriate subject.
Experience	Experience of organising events Experience of working in an arts or festival setting Experience of working with the public Experience in preparing and co-ordinating reports Experience of partnership working and engagement and working with the voluntary sector Experience of working independently	Experience of organising literature events Tourism Experience Experience in marketing and promotion Experience in fundraising and sponsorship
Knowledge	Knowledge of data collection / database management An understanding of literature and the arts	Understanding of the publishing industry
Skills	Strong organisational and administrative skills Excellent written and verbal communication and interpersonal skills Ability to work both independently with minimum supervision and in addition a team player Good time management and ability to work under pressure Excellent computer skills, MS Office Excellent problem-solving skills	Creative design skills and experience of using Publisher or similar Digital marketing & content management

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	<p>Ability to organise and manage work independently, to prioritise work and respond to timescales</p> <p>Ability to work with people from different cultures and backgrounds sensitively and with an awareness to equality and diversity</p>	
Other	<p>Possesses a collaborative and accessible style</p> <p>Able to undertake flexible working including weekend working</p> <p>Full driving licence and access to a car or the ability to travel easily between different locations within and outwith North Ayrshire</p>	