

## **We're recruiting!**

Dunster Festival is looking for a freelance Festival Administrator to help us with our growing programme of events and community activities. Pay is £16/hour.

### **About Dunster Festival**

Dunster Festival is a "world-class" (The Observer) classical music festival in West Somerset combining a weekend-long programme of events taking place annually over the last weekend in May with a growing programme of collaborative learning and engagement work in the local community spread across the year, with a strong focus on Minehead and surrounding area.

Over our annual Festival weekend at the end of May, we present top-flight professional musicians in engaging and accessibly-programmed concerts at affordable prices and run family and participative events in partnership with various local organisations.

We also run an increasingly ambitious programme bringing music into our local community, with a particular emphasis on reaching those who otherwise "miss out". In most years we would expect to engage with approximately 800 5-11 year olds through various schools projects and up to 100 older adults. We aim to address the issue that access to music and arts education is too often limited by personal and financial circumstances by increasing accessibility to music education for young people.

"A brilliant workshop that both inspired and taught ... We rarely have the opportunity to access top quality music due to our rural isolation so the concert was hugely appreciated". *Headteacher, Primary School*

"Can I just thank you for today, as a teacher and a parent - that really was amazing. It was the best thing I've seen in my ten years in education - it was so moving, and I really struggled to not shed a tear (which really isn't like me)." *John, Year 5 class teacher*

### **About the Role**

As part of our expansion, we are looking to appoint a Festival Administrator on a freelance basis for the equivalent of one day a week (approx. 32 hours/month at £16/h, paid monthly on presentation of an invoice), with scope for potential expansion of the role as it develops.

In consultation with the Artistic Director and supported by the board of trustees, the Festival Administrator will make a significant contribution to the ongoing success of Dunster Festival. The role is adaptable, with responsibilities in event management, marketing and fundraising amongst others. The Festival Administrator is an outward facing position who will be the point of contact for many stakeholders of Dunster Festival,

including and not limited to artists, venues, sponsors, promotional partners, supporters, hosts, volunteers and audience members. We are seeking an energetic, personable individual who is strongly committed to supporting arts in the community. The successful candidate will be confident working independently and as a part of a small team.

This position will necessarily involve some evening and weekend working and hours will be somewhat flexible, with more hours expected in the period leading up to the annual May Festival and fewer in the Summer months (exact split by negotiation). Much of the work can be carried out remotely, although some does involve being present in West Somerset and will require a car and valid driver's licence (travel and fuel reimbursed additionally).

### **Principal duties**

1. Working alongside the Artistic Director and Festival board to co-ordinate the efficient and effective production of Dunster Festival's annual weekend of concerts and wider community programme
2. Liaising with Festival partners, including schools, carehomes and other community groups/centres for learning and outreach work
3. Managing the marketing and promotion of Festival events and activities, including managing the production of the Festival Brochure, delivering print and e-marketing strategies and managing the Festival website
4. Producing regular e-newsletters for Festival subscribers and Dunster Festival Friends
5. Coordinating the Festival box office to ensure its smooth running
6. Contributing towards the Festival's fundraising strategies, including liaising with Festival Friends and sponsors, writing funding applications and managing fundraising events
7. Acting as an advocate for Dunster Festival to all external partners

### **Essential Skills & Experience**

1. A thorough understanding of the processes required to successfully deliver events
2. Experience in successfully fundraising for charitable organisations
3. Experience in managing and delivering marketing strategies, including social media
4. Excellent all-round administrative and computer skills
5. Thoroughness and strong organisational skills
6. Initiative, flexibility and self-motivation
7. Sound financial acumen
8. Strong commitment to Dunster Festival's work and values
9. People-orientated, able to demonstrate tact, diplomacy and patience

10. Excellent interpersonal and communication skills, both written and verbal, with a variety of stakeholders

### **Desirable Skills & Experience**

1. Experience in delivering artistic and cultural events
2. Experience in fundraising for charities with artistic and cultural aims
3. Experience in managing individual giving strategies
4. Experience in promoting artistic and cultural events
5. Experience working with mailing platforms (i.e. Mailchimp)
6. Experience working with website platforms (i.e. Wordpress)
7. Experience in working with cloud-based collaboration platforms (i.e. Dropbox, Google Drive)

### **How to apply**

Please send a current CV with a cover letter (no more than one side of A4) outlining how your experiences make you a strong candidate for the role to [hello@dunsterfestival.co.uk](mailto:hello@dunsterfestival.co.uk) with the subject 'Festival Administrator'