

ARTISTIC DIRECTOR

Job Description

Reporting to:

NBAF Board

Role Purpose:

To curate the Nairn Book & Arts Festival (2027 and beyond) and to coordinate and ensure smooth running of programme of events, including:

- commissioning performers and events in conjunction with Committee sub-groups;
- liaising with venues, speakers, volunteers, sponsors and other stakeholders in advance of and during the festival;
- co-ordination of arts related activity at the festival, including exhibitions, workshops, artist talks, competitions, commissions and outreach programmes;
- to co-ordinate and encourage delegated 'Co-creative Community Ventures' (The most significant being 2027 Clamjamfry 24 hour cabaret, which is self managed);
- to co-ordinate fundraising for the festival with specific responsibility for grant applications;
- providing coordination and administrative support of Committee led fundraising events;
- working with Committee Fundraising sub-group members to identify and pursue new sponsors and retain regular supporters;
- overseeing the management of the Festival Friends Scheme;
- and line management of team (Festival Assistant, Marketing Assistant, Digital Content Assistant and funding support)

Nairn Book and Arts Festival is a Company Limited by Guarantee holding charitable status

Scottish Charity Number: **SC037105**

Company Number: **SC283454**



To secure the continued development of the Nairn Book & Arts Festival as deeply embedded in our community, with a reputation for producing a unique and innovative programme of cultural events, including building long-term relationships with—

- Committee members and other volunteers
- artists, performers and musicians from the local area and across the UK
- sponsors and fundersLocal stakeholders including Highland Council and venues

Working Hours: Estimated 20 hours per week as a part-time freelance role. Working from home but with regular meetings in Nairn and the absolute necessity of attending fundraising events and being onsite for the weeks leading up to, during and immediately following the festival. Own transport and clean driving licence essential.

Contract: 12 months from start date with possibility of continuation subject to needs analysis and availability of funding.

Remuneration: is based on 0.6 of a full-time equivalent salary of £30-45k, based on experience.

Key Responsibilities:

Festival Programme:

- Devise a unique and creatively diverse, themed, high quality festival programme in liaison with Books and Performance/arts/music Committee sub-groups, and incorporating and allowing for the 24 hour cabaret which will launch the 2027 festival, ensuring that the programme fulfils the vision and objectives of the festival including engagement objectives such as diversity and inclusiveness and meets budgetary requirements.
- Plan and oversee drafting, production and printing of festival programme in line with brand guidelines, in close liaison with any designers or agencies used by the festival.

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- Collate speaker biographies and images and additional imagery and text as required.
- Ensure deadline for print production of programme is met.
- Organise circulation of festival programme in Nairn and wider Highlands region.

Event Co-ordination:

- Work with Committee and Books and Performance/arts/music Committeesub-groups on curating, scheduling and delivery of events and exhibitions during festival period.
- Co-ordinate all festival events, including festival programme launch and main festival programme.
- Act as main point of contact for key venues (including Nairn Community and Arts Centre, Green Hive Seaman's Hall, Little Theatre, Nairn Museum).
- Act as main point of contact for schools' events and any care home events and maintain overview.
- Maintain overview of visual arts activity supporting the Festival Assistant to liaise with venues and ensure smooth running of exhibitions including invigilation, installation and de-installation; provision of appropriate information and making good exhibition spaces post-display; act as main contact for commissioned and invited artists unless allocated to specific Committee sub group members.
- Ensure all permits, licences and insurance documents are secured or renewed as required.
- Prepare and oversee contracts for all speakers, performers and artists for all events in line with principles agreed with Board
- Oversee organisation of accommodation for speakers
- Undertake front-of-house responsibilities for all major events, including managing production of daily schedules and front of house reports for each event, liaising with venue, artists/writers/performers, guests, Committee members and volunteers.

Festival photography/film:

- Supervise or assist with briefing of photographers and videographer(s) and ensure credits are added to resulting film.

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Finance:

- Work with Treasurer and Board to determine festival budgets.
- Monitor budget and ensure individual events do not exceed specific budget allocation.
- Track any invoices due from venues, performers and speakers and suppliers and, after checking, pass any invoices received to Treasurer for payment. Chase any payments due from sponsors as required in tandem with Festival Assistant

Fundraising:

- Complete fundraising applications within strategic framework agreed with Board/Committee in planning stages of 2027 festival and for 2028/9 festivals.
- Complete timely funder reports in liaison with Treasurer as required by funders.
- Work with Fundraising Committee sub-group in identifying and approaching potential sponsors.
- Oversee co-ordination of Festival Friends scheme by Festival Assistant/Friends Manager, currently volunteer Sandy Macdonald.
- Oversee administrative and coordination support to any Committee-led fundraising events conducted during the year.

Marketing and website:

- Draw up and deliver a sales target driven marketing strategy with Marketing Assistant and Digital Content Assistant
- Report sales figures v targets regularly to the Board and, if requested by the Board, Nairn Bookshop
- Set up and oversee online ticketing for all festival events (and other related fundraising or ad hoc events).
- Oversee print ticket sales and manage allocation
- Oversee and manage content and functionality of website with Festival Assistant

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- Manage brief and content for programme cover artist

Committee Meetings:

- Schedule regular meetings in liaison with Chair and ensure Festival Assistant books rooms with host venue (NCAC or The Bandstand Bar & Restaurant) and technical set up to support hybrid meetings
- Draft Agenda for Chair to review and oversee circulation of agenda and papers in advance of meeting.

Volunteer Development:

- Promote, recruit and support festival volunteers.
- Co-ordinate and deliver training/briefings for volunteers

Relationship Building:

- Build strong, relevant relationships with artists, third sector, business and community groups and funders from across the Highlands

Community Outreach

- Coordinate participation through outreach and community engagement activities taking place as part of agreed festival programme

Evaluation/Monitoring:

- Carry out evaluation and monitoring for festival activities and events via Mailchimp/Ticketmaster/other suitable platform and printed audience surveys in line with principles agreed with the Board
- Report evaluation findings to Board/ Committee and feed findings in to fundraising applications and funder reports

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Protection:

- Ensure PVG checks form part of artist contracts, to make certain they are in place for any artists/activity providers or volunteers working with young and vulnerable people – if required.
- Act as, or recruit appropriate person to act as, safeguarding officer, subject to Board approval.

Health and Safety/Risk Assessment

- Ensure that all required protocols for fire safety and medical emergency are in place for events and monitor adherence,
- Undertake risk assessment /COVID compliance for each event.
- Monitor festival policies and work with Board to update where required.

Line Management of Festival Assistant, and Marketing and Digital Content Assistant:

- To manage and support Festival Assistant, and Marketing and Digital Content Assistants, to ensure duties are undertaken in timely and effective manner.
- To undertake regular reviews with the Festival Assistant and Marketing and Digital Content Assistants

Other Duties:

- Attend meetings of the Organising Committee and sub-groups for books and arts.
- Attend Board meetings as required
- Attend festival events and other fundraising events as required.
- Act as company secretary and ensure all required information is filed at Companies House and Office of the Scottish Charities Regulator
- To be an ambassador for the festival at all times, nurturing key partnerships and sponsors, maintaining strong relationships with Highland Council, BID, local businesses and audiences

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We are a Fair Work First and Equal Opportunities employer and pay wages at or above the Real Living Wage. Nairn Book and Arts Festival believes that no individual should be excluded from the Festival's activities on the grounds of age, gender, health, sexuality, class, family status, means, ability, colour, ethnic origin, culture, religion, or belief. We aim to ensure that all who wish work with us have an equal chance to do so.

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