



Festival Assistant

Job description

Nairn Book and Arts Festival is an annual celebration of literature, music, drama, art, and film in the Scottish Highlands.

Staged in the historic seaside town of Nairn on the beautiful Moray Firth, each year the Festival presents a unique and innovative programme of events. One of the longest established arts festivals in Scotland, it is now entering its 21st year.

As a registered charity, the Festival is committed to promoting and celebrating the culture of the Highlands and North East, providing a platform for writers, artists, musicians and performers from across Scotland and the UK, and supporting community-focused arts.

The 2024 Festival will take place from 31st August to 8th September with the programme launching in June.

Responsible to:

Artistic Director and Board, Nairn Book & Arts Festival

Role and responsibilities - overview:

To provide administrative and marketing support to Nairn Book and Arts Festival, overseen by the Artistic Director. A newly created part-time role, this is an exciting opportunity for someone seeking to pursue a career in the arts, and to learn about all aspects of running an ambitious multi-arts event.

They must be highly literate with a proven interest or track record in working in this field.

They will be organized and efficient, with excellent administrative and people skills. This role demands superb written communication skills and a high level of attention to detail. Some knowledge of marketing would be desirable, via social media in particular.

The candidate must be prepared to work flexibly – particularly during the festival period, when they will be required to work at weekends and may be required to attend evening events. Preferably they would have their own transport and a clean driving license.

Nairn Book and Arts Festival is committed to promoting Equal Opportunities for all.

Person Specification

Skills, Abilities and Expertise (Essential):

- Excellent organisational skills
- Excellent written and verbal communications skills
- A highly motivated self-starter with proven ability to work as part of a team and strong work ethic
- Ability to plan and prioritise workload to varied deadlines and timescales
- IT competency – Word, Excel, email, Google Drive, creating and managing website content and social media content.
- Some knowledge of digital video conferencing platforms such as Zoom, and knowledge of Mailchimp and Powerpoint would be advantageous

Desirable Qualities, Skills & Experience

- Confident in photo editing using Canva, Photoshop or other
- Experience of events administration
- Experience of working with volunteers would be helpful
- Willing to work flexible hours (including evening and weekend work – this is a very busy role at festival time)
- The successful candidate would preferably have own transport, as working hours may not fit with public transport schedules

The role requires working from home, with some attendance at meetings, including some evening meetings, and events in Nairn.

Role description:

Events administration - to assist the AD in all aspects of festival event administration, including:

Uploading event and ticket information to the festival website as required

Assisting in the compilation and distribution of contracts to participants

Arranging accommodation for participants as required

Assisting the AD to respond to enquiries from creative practitioners and keeping the proposals sheet updated.

Drafting risk assessments

Acquiring relevant licenses and permits in a timely fashion and assisting in their completion

Maintaining and updating festival contacts lists and records

And any other administrative tasks as requested by the Artistic Director or Board.

Committee meetings:

To attend and take accurate minutes at Committee meetings (currently held approximately monthly on weekday evenings). To book meeting rooms at Nairn Community and Arts Centre as required.

Festival Friends Scheme: to support the Friends Manager, and promote the festival's Friends Scheme

Exhibitions:

To assist with all aspects of administration associated with the main festival exhibition at Nairn Community and Arts Centre, including maintaining artist lists, arranging print and distribution of labels and exhibition information, and being point of contact for volunteers.

Fundraising and sponsorship:

Assist with administration and organization of occasional fundraising events/ street market / stalls as required. Maintain up to date lists of sponsors and potential sponsors for the fundraising sub committee.

Researching funding bodies, criteria and deadlines

Marketing:

Working (with the Marketing and Events Officer when appointed in May) to deliver the press and marketing strategy for 2024, draft newsletters and advertising copy and assist in the promotion of festival activities via social media platforms. Draft and upload content to the festival website and liaise with the festival design team and web developer as required. Assist with distribution of the festival programme, poster and flyer.

Administration:

Assisting with administration of charity including filing/assisting with filing returns and taking minutes at Board/Committee meetings as required

P/T, 9 month contract from February to October 2024, reviewable subject to funding and assessed need.

Working Hours: Between 12 and 16 hrs p/w (in the interests of finding the right candidate we have built in some flexibility to the number of hours to be worked. Candidates can choose the number of hours worked at point of recruitment and their contract and pay scale will be fixed at that level. Please note that some flexible working is required)

Remuneration: £4945 - £6590 (remuneration based on number of hours to be worked) payable in monthly instalments in arrears

If you are interested in this position, please email a CV and covering letter outlining why you are interested in the post and what you would bring to it, to info@nairnfestival.co.uk by 6 January 2024 with the subject heading 'Festival Assistant'. Interviews will take place in w/c 15 January.

References required: on application please provide contact details for two referees who have known you in a professional capacity.