

Nairn Book and Arts Festival

Festival Manager Role Description and Person Specification

Role:

Your role is to ensure delivery of this year's festival programme (already in place) and work towards the delivery of the 2027 programme.

This role is a multi-faceted one with the following expectations:

To deliver the 2026 programme of events, which is already confirmed subject to some minor adjustment.

To line-manage the Festival Assistant (p/t) and Digital Content Assistant (p/t, 16 weeks)

To manage the working festival budget

Deliver the target-driven marketing/sales strategy

Oversee ticket allocations and monitor and report on sales to the Board on a weekly basis

To liaise with artists, artist managers, venues and technicians as required to ensure smooth delivery of events

To oversee the volunteer team and the associated timetable in liaison with the Festival Assistant

To apply for and obtain all relevant licenses and permissions from Highland Council pertaining to outdoor festival events

Complete/ oversee completion of risk assessments as appropriate

Organise fundraising events such as stands at community events

Submit post-event reports to funders in a timely fashion

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

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

Scottish Charity Number: **SC037105**

Company Number: **SC283454**

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 license essential.

Further information:

Start date: **23 June** (there will be some flexibility for the right candidate)

Part-time, freelance role . 6 month contract initially from start date, with the potential to extend for a further year to programme and run the 2027 Festival

Estimated working hours 21/week. Working hours are flexible with evening and weekend work during festival period plus attendance at Committee and Board meetings (evenings).

Reporting to: Festival Board

Remuneration: £8, 250

We welcome applications from anyone with the essential skills listed.

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.

Recruitment process:

5 May Applications close

11 May First round of interviews, via Zoom

13 May Second round of interviews – face to face/ on Zoom

Please inform us if you have any special access requirements during the recruitment process.

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Essential skills:

- A proven track record of successful events management at a senior level
- Excellent communication skills, both written and verbal
- Experience managing a mid-scale working events budget
- Understanding of sales target-led marketing strategy
- Experience in managing staff
- Experience working in a public-facing role
- Experience in cross-community network and partnership building

Desirable skills:

Experience of events programme delivery across different venues

Experience of working with ticketing platforms

Working with/reporting to a Board of Directors

Working with volunteers

Working in the third sector

Working in arts event management

Fundraising experience: public and private grant funding, sponsorship

Person specification:

- Highly organised and efficient
- Calm and clear thinking under pressure
- Solutions orientated
- Excellent communicator (verbal and written)
- Experienced multitasker with strong prioritising skills
- Approachable and considerate management style

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