



Crossing the Tees Book Festival

Job Opportunity

Festival Co-ordinator (Freelance Contract)

Crossing the Tees Book Festival is an annual event that takes place across the Tees Valley in the North East of England. The festival started in 2014 and is a collaboration between the library services of Stockton, Middlesbrough, Darlington, Hartlepool and Redcar & Cleveland.

The festival runs over 1-2 weeks in June at multiple venues across the region, and in previous years has attracted an average audience of 2000 people over 40 events, aimed at all age ranges. From 2021 our intention is to re-direct the festival into a smaller, but more focussed programme for adults and young adults, featuring fiction, non-fiction, poetry and creative writing. Due to the Covid-19 situation, the 2021 festival will be online. It is anticipated that some level of online delivery will remain for future festivals.

In addition to the festival programme we run a Short Story Competition, with an awards ceremony in April, and also offer residency and micro-commission opportunities.

The festival is supported by funding from Arts Council England.

Details of the post

Job Title: Book Festival Co-ordinator

Job Purpose: To be a key point of contact for the festival; co-ordinating the curation and promotion of the programme and having an overarching view of the festival activity.

Responsible to: Book Festival Team Lead

Location: Most of the work of the Festival Co-ordinator will be carried out from their own base/home office or remotely. **Please note** you must have access to your own laptop and electronic devices. Ordinarily, festival events are held at multiple library venues across the Tees Valley region therefore you must have the means to travel between venues. Online events will be delivered via Zoom.

Salary: £7,500, includes travel expenses

Please note that IR35 rules apply to this appointment. Payments will be made through payroll, and tax and NI deductions will be made at source via PAYE in line with current HMRC guidelines.

Contract: Fixed term freelance contract for 12 months, with potential for renewal for a further 12 months subject to performance and available budget. The allocation of days will vary each month, with the majority of work undertaken at key times; October - November, March - June (full-time over the festival period).

Main tasks and responsibilities

- Work closely with the Crossing the Tees Team to oversee the delivery of all festival activity.

- Liaise with publishers and authors to secure bookings for the activity programme, in line with any festival theme or focus. This will include arrangements for author travel and accommodation.
- Liaise with the Team regarding programme scheduling and venues.
- Attend Crossing the Tees Team meetings, approximately every 2 months but more frequently at key times, to discuss the development of the festival programme.
- Work within agreed budgets with regards to the booking of authors and artists for the festival programme.
- Liaise with the festival bookseller to ensure relevant titles are available for sale during the festival.
- Co-ordinate the festival publicity in liaison with the Team and ARC, Stockton Arts Centre.
- Work with the Team to create targeted social media campaigns to engage current and identify new audiences.
- Create and schedule social media posts across Facebook, Twitter and Instagram and reply to any comments/responses.
- Monitor and manage the festival email account.
- Contribute to festival monitoring and evaluation as required.
- Attend events during the festival, agreed in advance, and provide live responses on social media channels.
- Be an ambassador for the festival.
- Foster and promote positive working relationships with the rest of the Team.
- Take on any additional duties as reasonably requested by the Team Lead.

Person specification

Experience & knowledge

- A good track record of programming live events either for venues, festivals or other cultural entities.
- Experience of delivering events using online platforms such as Zoom.
- Experience of booking artists and performers and experience of live events or festivals.

- Keen interest in literature and culture.
- Experience and understanding of social/digital platforms such as Facebook, Twitter and Instagram.
- Experience of communications and/or marketing for cultural activities.
- Experience of working with diverse communities.
- Good working knowledge of the region
- Experience of literature projects and working with publishers and authors.

Skills & abilities

- Effective management skills with the ability to motivate self and others.
- Flexible and pro-active approach to project management and ability to work on own initiative and prioritise work.
- Ability to work to deadlines.
- Ability to communicate effectively in writing and verbally with high level of attention to details and accuracy in all respects.
- Ability to work in partnership across a range of arts and non-arts agencies and organisations.
- Excellent communication skills and the ability to communicate effectively with a diverse range of audiences.
- Ability to develop effective relationships with a wide variety of people and able to work with them in a professional manner at all times.
- Excellent IT skills.
- Ability to contribute to the monitoring and evaluation of festival programmes.
- Ability to work flexible hours according to programme and event demands.