



**Festival Development Coordinator  
Job Description**

**Reporting to:** Board of Trustees

**About us:**

We are a friendly and dedicated group of unpaid trustees (currently six of us), who live locally and who want to make Epsom and Ewell a more exciting and colourful place to live. The trustees have a range of professional backgrounds, but we all share a keen interest in art and regularly seek out new experiences. We're all passionate about encouraging the people in our community to engage in and enjoy visual arts, music, theatre, dance and literature and for the borough to be recognised as a place to be enriched and inspired. We're extremely proud of the two festival programmes we have delivered so far and believe it's the start of a greater, livelier arts scene for Epsom and Ewell.

**Purpose:**

To lead the first stage development of the MGSO4 presents: 'Epsom and Ewell Arts Festival 2020' ensuring that we offer a rich, creative and imaginative programme of events to our community in June next year in line with trustees' aims and objectives. We aim to focus on children and families as our primary audience and on activities that promote emotional well-being and positive mental health. This is a fantastic opportunity to make a difference and have fun.

Your main point of contact will be a designated trustee who will meet with you as and when required and respond to your emails/calls on a day to day basis. You'll also be warmly welcomed at our regular trustees meetings which are generally held on a weekday evening.

**Key Responsibilities:**

**1. Strategy, planning and artistic vision**

- Scope festival programme in alignment with the vision of trustees and creative partners
- Develop MGSO4's 2020 festival project plan and timeline
- Work with creative outreach partners, including schools, to establish practical requirements

## **2. Fundraising and development**

- Consolidate and implement MGSO4's fundraising strategy, with support from the trustees
- Lead planning, writing and submission of funding applications
- With the trustees, identify and nurture new opportunities for income generation that will support current and future ambitions, including funding from public and private sources
- Manage MGSO4's relationships with key funders and stakeholders

## **3. Finance and governance**

- Develop festival budget, with support from the Treasurer
- Lead negotiations with venue partners and artists; securing agreements that are fair, thorough and robust, encompassing box office considerations and ensuring ideal presentation conditions

## **4. Producing**

- Consult and lead production of bespoke event late 2019.
- Lead event management, requiring negotiation and securing written agreements with artists, venues and other stakeholders.

## **5. Public relations**

- In all activities, raise the profile of MGSO4 towards being a high-quality deliverer of innovative arts events and programmes.

## **Person Specification**

Essential skills and attributes:

- A good knowledge of the arts sector and current cultural trends.
- Experience in making funding applications
- A strong commitment to MGSO4's vision and objectives
- Experience of arts events programming.
- An ability to multi-task and work under pressure and willingness to work a range of hours.
- Excellent verbal and written communication skills and attention to detail.
- Strong project management skills
- Good administration skills including use of Excel and Drop Box
- Ability to establish and build relationships with local organisations and partners such as schools and colleges, local council, arts venues etc

Desirable skills and attributes:

- Experience of using Project Management systems/software
- Arts events production skills
- Experience using social media to promote events

The Festival Development Coordinator is a home-based freelance role, which can be carried out during hours to suit the successful candidate, working a total of around two days per week. The role will require attending meetings with the trustees and stakeholders in Epsom and Ewell.

This is a fixed-term contract, which may be extended and expanded following successful funding applications and completion of the tasks outlined in this job description.

Please email a CV and cover letter to [hello@mgso4festival.org](mailto:hello@mgso4festival.org)