



**West Wicklow
Chamber Music
Festival**

Festival Manager (Part-time, freelance)

Job specification

Role Overview

The West Wicklow Chamber Music Festival is inviting applications for the role of Festival Manager. This role is for a skilled and dynamic individual, with at least 5 years' experience in arts and/or events and festival management, to support and assist the artistic director in all areas necessary to deliver a successful festival. This is a part-time, freelance contract. The estimated time commitment is 1-1.5 days a week over 10 months in a calendar year.

About the festival

The West Wicklow Chamber Music Festival brings the most exciting and passionate artists from Ireland and abroad to beautiful West Wicklow, for the enjoyment of all. Established by Artistic Director and pianist Fiachra Garvey in 2017, the festival takes place twice a year, with a 5-day flagship festival each May and a 3-day Winter Weekend in November. The festival takes place in Russborough House & Park and in other venues in the Blessington area, and a dynamic and ambitious education and outreach programme runs in tandem with the festival's performances.

Principal Duties & Responsibilities

Events & artists logistics

- Planning and organising logistics related to the delivery of each festival – eg. Booking and liaising with venues, organising artist travel and accommodation, managing stage crew and arranging piano, instrument and technical equipment hire as required.
- Drafting, negotiating and issuing artist contracts
- Managing support activities including security, catering, etc;
- Taking responsibility for operational and office management issues such as venue accessibility, health and safety issues, risk assessments etc.
- Coordinating volunteers
- Recruiting, hiring and managing additional festival team members where additional support is required (eg digital marketing or PR specialists, education specialists, designers, videographers, photographers, runners, box office team etc)

Governance & finance

- Researching funding opportunities and preparing grant applications.
- Assisting in planning and managing budgets; invoicing etc.
- Implementing and maintaining office records
- Ensuring compliance with corporate and legal requirements,
- Reporting to the board of directors primarily at board meetings and keeping minutes of board meetings.

Marketing & Fundraising

- Planning and implementing the marketing strategy for each festival using social media, print distribution, poster campaigns, radio advertising campaigns etc
- Updating westwicklowfestival.com
- Managing online ticketing, which is currently delivered through Eventbrite.ie
- Writing and issuing press releases, and pitching to journalists
- Uploading concert listings information on relevant third-party websites
- Creating and engaging social media content on the festival's accounts year-round.
- Working with designers on collateral, including festival brochures, flyers, posters and programme books
- Commissioning and editing the content for the festival programme book content
- Selling advertising in the festival programme book
- Managing relationships with donors, sponsors etc

Skills

- knowledge of, and an interest in, the music and the arts
- good communication, teamwork, interpersonal and organisational skills;
- ability to work independently, meet deadlines and manage a number of projects at the same time and with accuracy;
- awareness of the specific arts activities, festivals and events in the West Wicklow area
- knowledge of political and economic issues affecting the arts sector;
- administrative skills and experience of working to budgets;
- excellent IT skills including spreadsheets, social media and database management;
- high-quality customer service

Remuneration

Negotiable and commensurate with experience.

How to Apply

To apply for this role, please submit a CV and cover letter to:

Fiachra Garvey, Artistic Director by email to westwicklowfestival@gmail.com.

Closing Date for Applications: Wednesday 20 December 2023