

JOB INFORMATION

Festival Operations Manager & Festival Operations Assistant



Belfast International Arts Festival is Northern Ireland's annual celebration of contemporary arts from home and abroad and is widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector. We are known for showcasing world class artists and productions of a high international standard which reflect and promote both our changing city and the continuing evolution of creative practice from around the world.

We are seeking experienced individuals, or a service provider, to manage the operational and logistical delivery of events for our 2023 edition, currently planned to take place between 12 October to 5 November.

We are offering 2 fixed-term temporary contracts to deliver this service in 2023, with the potential for contracts to be extended to future editions of our annual Autumn Festival and satellite events.

Festival Operations Manager: £12,083 – this is a full-time temporary role from August to December 2023 (FTE £29,000 pa).

Festival Operations Assistant: £3,833 – reporting to the Festival Operations Manager, this support role commences in mid-September and is based on full-time hours for 2 months (FTE £23,000pa).

These roles will appeal to those already working professionally in event management, arts administration or stage management. The contract(s) can be based on employment or self-employed/freelance. BIAF has adopted a hybrid working pattern of days working from home and days in the office however to facilitate full delivery of our Festival the full team are required to work from the office and at event venues in Belfast during October and November.

How to Apply

Applications by email only to recruitment@belfastinternationalartsfestival.com, and must include the following supporting information/documents:

1. **A letter/supporting statement** (max 600 words) describing how your experience matches the needs of the role and how you meet the skills, experience and qualifications set out in the Job Information.
2. **Your full professional CV** detailing all experience relevant to the post.
3. **Contact details for 2 professional referees**, and the capacity in which you know them. Referees may not be related to you. One should be a current, or most recent employer, and at least one should be someone that you have worked for in a professional capacity.
4. A completed Equal Opportunities **Monitoring Questionnaire**.

Closing Date

Application Deadline: 4pm on Thursday 15 June 2023

BIAF is an equal opportunities employer

Festival Operations Manager

Purpose

The BIAF Operations & Logistics team work closely with the Artistic Director & Chief Executive, the Technical Director, and other key team members to ensure the smooth, efficient and effective operational and logistical delivery of the Festival's events within set timeframes and objectives. The Festival Operations Manager is a lead role liaising between BIAF and a variety of partners including venues, artists and performers.

Summary of Key Tasks

- Event planning; artist and venue contracting; organising; and co-ordinating with venues, artists, agents and performers, etc
- Logistical management of travel, accommodation, per diems, artist riders etc
- Relationship management and communications
- Budget Management in line with BIAF procedures and ensuring value for money
- Front of House recruitment and management
- Volunteer recruitment and management, if required
- Oversee/manage the work of the Festival Operations Assistant
- Support on event health & safety and security
- Assist the team and international artists with information that may be needed for visas, permits, insurance and license applications
- Record keeping, data collecting, reporting and evaluation and making submissions to agencies such as PPL/PRS, Foreign Entertainers Unit, Permit Free Festivals, etc
- Set up, maintain and monitor an event 'master plan' document
- Attend and contribute to regular team meetings
- Contribute to evaluating the success of the service delivered
- Compliance with all Festival policies and procedures, including but not limited to: Finance & Procurement, Health & Safety, Safeguarding - Protection of Children and Vulnerable Adults, Equal Opportunities, Data Protection

Skills, Experience and Qualifications

Applicants must provide evidence that they meet the following giving examples of having:

- 2 years' full-time experience with responsibility for managing and coordinating arts events. For example, as a senior Arts Administrator, Operations Manager, Production Manager or Stage Manager
- Experience of delivering similar work and targets, to those set out in the Key Tasks, on time and to budget, ideally within a professional arts setting
- Knowledge and/or experience of implementing Health & Safety protocols and risk management
- Professional working knowledge of the arts sector within Belfast
- Experience of leading/managing a small team and working collaboratively within a team
- A positive, proactive, self-motivated and flexible approach, with excellent organisation and time management skills; the ability to prioritise workloads and meet deadlines
- Excellent interpersonal skills, able to work under pressure and maintain good humour and diplomacy whilst dealing with a range of stakeholders
- Excellent computer skills, including experience of using Microsoft Office Word and Excel for a range of communications and database/statistical recording
- A flexible approach to working hours and duties to meet the needs of the project including a willingness and availability to work evenings and at weekends when necessary

Festival Operations Manager: £12,083 – this is a full-time temporary lead role from August to December 2023 (FTE £29,000 pa).

This role is offered initially for the 2023 Festival. Subject to successful delivery, the role may be renewed annually or may be extended to meet the future needs of BIAF.

Festival Operations Assistant

Purpose

Working closely with the Festival Operations Manager the assistant's role is to support the operational and logistical delivery of the 2023 Festival. Directly liaising with artists to make their Festival experience memorable, you will ensure that all artist riders are fulfilled, book artist travel/ground transfers and pick-ups and manage and co-ordinate volunteers at Festival events and venues when required.

Summary of Key Tasks

- Ensure that all artist riders and dressing room requirements are met to the highest standard
- Arrange and monitor airport/hotel/venue transfers for all visiting artists
- Welcome and host Artists during their time with BIAF to ensure they have the best possible experience
- Occasional Front of House work at events including outdoor and at site-specific locations
- Ensure artists receive per-diems promptly and sign all relevant receipts for processing by finance
- Provide support in setting up event venues for launches, receptions, volunteer training and end of festival get-togethers
- When required, to lead and be the first point of contact for Festival Volunteers and Ambassadors. Including, but not limited to - recruitment, training, scheduling, monitoring, supervising and co-ordination across a range of venues and events types
- Update and maintain confidential information and manage volunteer databases in line with Data Protection legislation
- Provide general administrative support for the Operations function, such as handling enquiries, maintaining accurate, and up to date, records and files
- Set up and maintain accurate admin systems for collecting and recording data on travel bookings, accommodation, expenditure, travel schedules, etc. and share with other members of the team
- Work with team members to collate and record operational data required for reporting to senior staff and stakeholders
- Attend and contribute to regular team meetings
- Contribute to evaluating the success of the service delivered
- Compliance with all Festival policies and procedures, including but not limited to: Finance & Procurement, Health & Safety, Safeguarding - Protection of Children and Vulnerable Adults, Equal Opportunities, Data Protection

Skills, Experience and Qualifications

Applicants must provide evidence that they meet the following giving examples of having:

- A minimum of 1-years' full-time experience working in arts administration or co-ordinating events
- Experience of managing a budget and obtaining best value for money
- Providing excellent customer care to clients and colleagues
- Excellent computer skills, including experience of using Microsoft Office Word and Excel for a range of communications and database/statistical recording
- Excellent time management skills, with the ability to plan and organise effectively
- Excellent interpersonal skills and ability to be articulate and persuasive in verbal and written communications
- Fully available and willing to work un-social hours during the period of the Festival events, including evenings and weekends

Festival Operations Assistant: £3,833 – reporting to the Festival Operations Manager, this support role commences in mid-September and is based on full-time hours for 2 months (FTE £23,000pa).

This role is offered initially for the 2023 Festival. Subject to successful delivery, the role may be renewed annually or may be extended to meet the future needs of BIAF.

BACKGROUND TO BIAF

In 2015 **BIAF** was re-envisioned as an independent charitable company, out of the previous Belfast Festival at Queen's, to deliver an annual, city-wide, international contemporary arts event. Having just celebrated our 60th year, we continue to be widely recognised as a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector, known for showcasing world class artists and productions of a high international standard that reflects and promotes both our changing city and the continuing evolution of creative practice from around the world.



The annual event in October/November includes theatre, dance, music, visual arts, film, literature, thought leadership and outdoor community events to animate the public realm.

The vision of BIAF as the preeminent, progressive international arts event, is to create a genuinely civic Festival of contemporary arts and ideas from home and abroad that has international stature and appeal. With our partners throughout the city, we create a distinctive environment for audiences to enjoy and participate in inspirational and transformative experiences from world-class artists, thinkers and leaders.

We do this by:

- Presenting a wide range of contemporary arts and cultural events of the highest possible international standard to the widest possible audiences from home and abroad
- Reflecting contemporary culture from across the globe to audiences from Belfast, NI and visitors to the province
- Offering an international showcase for the best of Northern Ireland contemporary culture
- Presenting events which cannot easily be achieved by any other UK or Irish arts organisation through innovative programming and a commitment to creating new work
- Actively ensuring equal opportunities and access for all sections of our community to directly experience, participate in and enjoy the Festival
- Collaborating and partnering with arts and community organisations across Belfast to create an annual city wide, cultural celebration
- Ensuring BIAF has adequate financial resources and expertise to fulfil its mission and address its overall sustainability

Our guiding principles reflect the importance of Global Connections; Community; Collaboration and Partnership; Access and Cultural Diversity.

The 2023 programme will run from 12 October to 5 November and will feature:

- UK/Ireland theatre and dance premieres
- Outdoor performances of a contemporary and interdisciplinary nature
- Talks and literature events
- Digital and online events
- Talks and literature events
- Collaborations and events in partnership with other institutions and agencies, requiring co-ordination and liaison between BIAF and partners

Application Deadline

Please email your application to recruitment@belfastinternationalartsfestival.com any time before **4pm on Thursday 15 June 2023**.

Belfast International Arts Festival

T: 028 9033 2261. **W:** belfastinternationalartsfestival.com

Charity Number: NIC103560. **Company Number:** NI631354. **VAT Registration:** 220 232 363

Belfast Festival T/a Belfast International Arts Festival