



Role Title:	Festival Director
Application Deadline:	5pm on Friday 12 October
Interview Date:	Friday 19 October in Treorchy
Reporting	The Festival Director will report to the Chair and Trustees of Rhondda Arts Festival (RAFT) and will liaise with other members of the committee, businesses and schools in Treorchy and across the Rhondda.
Employment structure:	The Festival Director will be appointed on a freelance contract basis.
Hours of Work:	We expect the role to take approximately 100 days between the date of appointment and July 2019. An average of 2 days per week, rising to full-time immediately before and during the festival, which will run 25-28 June 2019.
Remuneration:	The freelance contract will be paid in four equal parts. Reasonable expenses will be met.
Primary Purpose:	<p>Rhondda Arts Festival Treorchy (RAFT) is an annual event to celebrate and showcase creativity and talent in the Rhondda and bring the best of the Arts to the Rhondda, including music, theatre, dance, literature, painting, photography and sculpture.</p> <p>Rhondda Arts Festival Treorchy (RAFT) is a charity, with a board of trustees that shares a commitment to create a festival that is fun and innovative and encompasses all art forms across the Rhondda. Our vision is about partnership, community involvement, performing and exhibiting work by people of all ages and abilities. There will be a wide range of events and workshops where members of the community can showcase their work, explore their creativity and enjoy the very best in national and international arts.</p> <p>The central programme of activities will run from 25–28 June.</p> <p>The Festival Director will play a key role in building, coordinating and expanding the festival and ensuring that RAFT develops as an inclusive, engaging and successful festival for the whole of the Rhondda.</p>

Responsibilities

To provide support for the annual programme including administrative and financial management; to lead on operational delivery, to manage the budget, To contribute to fundraising bids for the festival liaising with funding organisations.

To plan, promote, develop and deliver the festival programme by liaising with local businesses, partners, community groups, professional arts organisations and various other partner organisation throughout Wales and beyond to insure wide reach and engagement for the festival;

Establish and work with the young volunteers to support the festival;

To manage communications & marketing: building brand identity and marketing channels, in particular website, social media; day-to-day communications, public relations and press coverage; developmental work with potential participants; promotion of the festival;

To work with the trustees to actively monitor and evaluate the festival;

Skills and Experience:

The successful candidate will need to be able to show experience of the following:

- Events management – demonstrating ambition, good judgment and attention to detail, especially (although not necessarily exclusively) in Arts development projects
- Financial management – showing an entrepreneurial ability to manage finances and raise funds and experience of monitoring budgets and writing funding applications.
- Some experience of designing and managing a festival (preferably an arts festival) would be desirable
- Flexible working arrangements, willingness to work flexibly in response to the changing needs of the programme.

The successful candidate will need to demonstrate the following personal skills:

- Strong relationship building skills; with individuals and teams, across a wide range of stakeholders
- Articulate and imaginative thinking with the ability to deal quickly, efficiently, discreetly and courteously with any issues that may arise
- A high level of personal effectiveness, ability to prioritise, remain calm under pressure and deliver quality work to deadlines
- Excellent written and oral communication skills including the ability to deliver concise presentations
- IT skills including Microsoft Office, knowledge of digital platforms and other engagement tools

To apply for this role, please send your C.V. and a covering letter explaining how you meet the role criteria and how you would hope to take RAFT forward to garethw.hughes@parliament.uk by 5pm on Friday 12 October 2018.