

Please read this in conjunction with the document: *About The Crescent*

Key Information: Freelance Festival Administrator

- **Responsible to:** Chief Executive, Crescent Arts Centre & Belfast Book Festival
- **Contract Dates:** November 2024 - June 2025 (Exact dates to be agreed)
- **Contract:** Freelance basis, Fixed Term
- **Remuneration:** £12.25/hour, 18-20 hrs per week, over 20 weeks. Invoice monthly. To a total project fee of £6,500
- **Working pattern:** Flexibility on which days per week and need not be exactly the same hours per week or month. Our preference is for someone to work the same day/s each week
- **Location:** Crescent Arts Centre, Belfast. (Some remote working is possible/can be discussed in advance)
- Must be available during the Festival: Thursday 5 June - Thursday 12 June 2025

Application Process:

- Please send an email to Careers@CrescentArts.org with **Belfast Book Festival 2025** in the subject line.
- The email should contain;
 1. Contact information: Your Name, Your Contact Details (email + phone)
 2. Answers to the following:
 - i. Why you are interested
 - ii. How you meet the Criteria ('What We're Looking For')
 - iii. What you'd hope to gain
 - iv. Please choose one of the Duties ('What You'd be Doing') and tell us why you'd be great at it!

We're trying to keep it as simple as possible so putting the text in the body of an email is fine! (You can send as an attachment in Word if you prefer). It is not a requirement to send a CV and we wouldn't use it in the shortlisting process.

- **Application Deadline: 12pm on Monday 21 October 2024**
- **Interviews:** expected **23/24/25 October**

What you'll be doing (Duties)

- **Festival administration & Event planning:**
 - Liaise with authors, event chairs, publishers and partners to collate key information, check data and keep spreadsheets up to date
 - Generate and issue Joining Information and Letters of Agreement
 - Book Artist Travel and accommodation, collating data into relevant information systems
 - Represent Belfast Book Festival at Events/Act as welcome point alongside Customer Services

- **Communications**
 - To provide administrative and proof-reading support for the preparation of Festival brochures and web pages
 - To identify and communicate with targeted audience segments for promoting Festival events
 - To undertake audience research and other research as appropriate

- **General administration:**
 - Dealing with email and phone enquiries from visiting artists, publishers, publicists
 - Provide administrative support where required for meetings, funding applications etc.
 - Any other duties as required by the CEO

What we're looking for (Criteria)

- Confident and wide-ranging IT skills: Knowledge of MS Office including Word, Excel and Powerpoint
- Some experience of organising or managing events
- Strong communication skills across different methods: on email and in person e.g. active listening, careful transmission of information; clarifying questions
- Some experience of an office environment
- Self-motivated, positive, flexible and reliable
- Able to work to deadlines, balance multiple and competing priorities
- Accuracy, efficiency and excellent attention to detail
- During the Festival there will be evening and weekend work (Thursday 5 June - Thursday 12 June 2025)
- Interest in arts and culture. We'd expect that you will be interested in arts/culture/writing/ideas, but please note we are not asking for extensive knowledge, nor to bring any connections. This role is about providing effective administration to underpin a smoothly-run and welcoming Festival, and as such we prioritise organisational skills, consideration communications and a collaborative spirit.