



Job Description – Farnham Literary Festival Coordinator

Position:	Farnham Literary Festival Coordinator
Hours:	Equivalent of 40 days flexibly spread over 6 month period
Daily rate:	£125 / day for 40 days
Responsible to:	Events Manager, Farnham Town Council
Contract:	Freelance – until March 2025
Last updated:	July 2024

Overview

The Farnham Literary Festival is an annual Festival taking place from the first weekend through to the second in March. Our fourth festival takes place between 7th and 16th March 2025. The Festival is organised by Farnham Town Council alongside a number of local organisations including book shops, charities and community groups.

Set against the backdrop of a beautiful market town, previous authors who have graced the stage include Hugh Bonneville, Alison Weir, Dame Jacqueline Wilson, Sandi Toksvig, Mick Herron and Michelle Paver.

The Festival includes author talks, panel discussions, workshops, performance and competitions with events taking place across a host of wonderful venues in and around the town.

The Coordinator role

You will work alongside the events team and partners and help ensure all the elements of the festival are in place on time and within budget.

Key responsibilities include:

- Event management, i.e. liaising with writers/artists, publishers, venues and partners
- Managing marketing activity, i.e. print media, website, and social media
- Budget management
- Recruiting and managing volunteers
- Festival evaluation

Person Specification:

We are looking for the following knowledge, experience and qualities:

- Experience of working in arts/festival environment (favourable)
- Confident and wide-ranging IT skills: knowledge of MS Office including Word and Excel
- Experience of updating wordpress websites and Mailchimp (favourable)
- Ability to work to deadlines, and balance multiple and competing priorities
- Excellent interpersonal skills
- Experience of working in a small team
- Experience of budget management
- Self-motivated, positive, and reliable
- Accuracy, efficiency and excellent attention to detail
- Flexibility regarding working hours during festival period

Applicants are requested to submit a CV and cover letter highlighting their relevant experience to:

Oliver Cluskey
Events Manager
Farnham Town Council
oliver.cluskey@farnham.gov.uk

Please outline why you are applying for the role, what you hope to gain from it and ensure you cover all the essential qualities as listed above.

Deadline for applications 31st August 2024. Interviews will be conducted w/c 9th September 2024.