

King's Lynn Festival *Est. 1951*

 creative
ARTS EAST

 KICKSTART
SCHEME

 Department
for Work &
Pensions

JOB INFORMATION PACK

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January 2022

Dear Applicant,

Thank you for your interest in the position of **Communications & Events Intern** at the **King's Lynn Festival**. This position is available to anyone aged 16-24 who is Claiming Universal Credit and in receipt of no other earned income. If you wish to apply please talk to your Work Coach at Job Centre Plus about being referred to apply for this placement.

If you can pay attention to the detail *and* see the bigger picture of our role within the community, you could be a great candidate for this role. Your working week is likely to be varied, it could include Duty Management for a show, planning events with colleagues, updating our social media accounts, distributing brochures or gathering data for long term planning. You'll be joining our small team at an exciting time; we'll be launching our new brochure, planning the 2022 Festival and preparing to welcome audiences to a full programme of events. This role helps provide the oil for the smooth running of many moving parts. You do not need to be someone who takes centre-stage all the time but you do need to be confident in handling people with integrity and warmth. You'll have oodles of common sense and you'll be a detailed planner to make sure our events run smoothly. The team will welcome you with lots of support to ensure you can quickly pick up the reins and deliver the plans already underway for Festival 2022. Over the 6-months you will be working with us, there will also be the opportunity to network and train with other young people undertaking arts roles in the wider regional Kick-start programme.

The last 18 months has of course been challenging, however, we're now looking forward to Festival 2022 which will include outdoor performances, exhibitions as well as indoor concerts. You don't necessarily have to be an 'arts person' to do well in this role. We welcome people from *all* backgrounds and we're actively trying to ensure that our workforce is diverse. This isn't because we want to tick a box that says 'diverse' but because we genuinely believe that our business will be improved by having a wide range of people working (and volunteering) within it.

So, if you haven't considered working in the arts before, or maybe you are looking to get a foot-hold in the industry and gain some valuable experience - now's the time to check us out. We're friendly, hardworking and love meeting a challenge. If that sounds like you, and you think you might have the skills/ experience for the role (wherever you gained them) come and talk to us. We can't wait to hear from you!

Yours warmly,



Ema Holman
Festival Manager

How to apply

If you wish to apply to be our **Communications & Events Intern** please talk to your Work Coach at Job Centre Plus about being referred to apply for this placement. They have full details of job specification, essential skills, experience and qualifications you will need to meet.

You will need to fit the Kickstart criteria and complete an **Application Form**

Please note, we do not accept CVs as a form of application, however you may submit a concise CV containing your education, training, qualifications and employment history instead of completing this section of the application form.

If you need us to make any adjustments to allow you to fully participate in this application and selection process please get in touch with Ema Holman ema@kingslynnfestival.org.uk

Hours: 25 per week
Flexible Mon – Fri 9am to 5pm with some weekend/evening work
Duration: Six months
Leave: Statutory
Pay: National Minimum Wage for your age group
Salaries are payable monthly in arrears, such payments being credited to a bank or building society.

Key Dates

Application Deadline	6.00pm 31 January 2022
Interviews	Week commencing 7 February 2022
Expected start date	late February/early March 2022 (exact start date will depend on the candidate)

Completed applications should be sent to:

KING'S LYNN FESTIVAL, Fermoy Gallery, 5-7 St George's Courtyard, off King Street, King's Lynn Norfolk PE30 1EU
Or emailed to: ema@kingslynnfestival.org.uk

We hope to be able to conduct interviews in person at our offices.

Equal Opportunities

We are committed to ensuring equality and fairness for all employees, partners, contractors and the general public. We will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age. The King's Lynn Festival opposes all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents.

We strive to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated. We actively encourage applications from people of all backgrounds, especially those currently less represented in our industry. We are happy to make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

Information about King's Lynn Festival

We have a long history – the Festival was founded by Ruth Lady Fermoy to celebrate the opening in 1951 of the newly restored 15th Century Guildhall of St. George. It soon gained a reputation for bringing distinguished performers, orchestras and ensembles to the town. In the early years we welcomed John Betjeman, Benjamin Britten and Sir John Barbirolli with the Hallé Orchestra and more recently the Festival has featured art historian Andrew Graham-Dixon, Courtney Pine, Lesley Garrett, the Unthanks, and celebrated soprano Dame Kiri Te Kanawa.

We are a company that really cares about what we do, who we work with, and what we're working for – quality is at our heart. Our work is focussed around our summer 2-week Festival (July 17 – 30 2022), but we also put on events between September – May. Most of the time we stage music performances, but we also sometimes present talks, films, theatre and exhibitions in venues all around the town. We invite young people to come to workshops, and we regularly work with schools developing creative projects. Our 2020 Festival was cancelled due to covid, but we successfully delivered a smaller scale Festival in July 2021 and an Autumn programme. Moving into 2022 we are planning a return to a full programme of events so we will be busy!

We are managed by a Board of Trustees and day-to-day activity is run by a small team comprising two part-time 'on site' staff – Festival Manager, Administrative Assistant, and two 'off-site' freelance Artistic Director and Marketing Manager. We don't just have permanent staff that are employed by us, we rely on volunteers, casual and freelance staff to keep the wheels turning. Early 2021 saw us employ our first Kickstart Intern, who has completed their employment with us and has just started a university course.

The King's Lynn Festival plays an active role in arts in the region and is central to the creative life of West Norfolk. We regularly talk to other cultural organisations and community groups, such as, the Royal Geographic Society (with IBG), King's Lynn Community Film Club, Alive Leisure, PEACH – Local Cultural Educational Partnership, Norfolk Museum Service, Creative Arts East to name but a few. We're supported by the local council and the county council, as well as Arts Council England because of the range of work we do. You may also be interested to know that we're a registered Charity.

If you'd like to know more about the Kings Lynn Festival, we recommend that you use our website www.kingslynnfestival.org.uk and that you do your own research. Be curious about us and see what you can find out; it will probably help you with your application. The Festival is going through a period of change, some of which is because of Covid-19 s we won't be doing everything the way we've done things before. We're innovating and adapting like never before, so we're open to doing things differently. Come and be part of that.

Information about Kickstart East Anglia

The Kickstart Scheme is a government fund, creating hundreds of thousands of high quality 6-month work placements, aimed at those aged **16-24** who are on **Universal Credit**.

Creative Arts East are proud to be an approved Kickstart Scheme gateway and are heading up **Kickstart East Anglia**. Kickstart East Anglia will be supporting over 140 vacancies with around 50 employers based across Norfolk, Suffolk and Cambridgeshire. The scheme aims to build confidence, learn vital transferable skills and gain real experience of working in the Arts & Cultural sector through a Kickstart Scheme placement.

JOB DESCRIPTION

Communications & Events Intern

The post plays a key role in supporting the Festival offering valuable work experience within Arts sector. Work will be varied including both hands-on practical tasks and administration based activity. It offers an insight into the workings of a long-standing Festival and through a regional training programme you can to access new skills, networks and contacts throughout the creative and cultural sector.

Purpose of Job:

- To support the effective delivery of the annual Festival of music and the arts in July and any associated events.

Communications:

- Working with the Marketing Manager, to help generate and action ideas for tackling sales, digital content and additional activity.
- Collate, design and proof print material for example, performance programmes, flyers, direct mail letters, prepare audience surveys and data collation.
- Assist with digital marketing activity – updating websites, uploading video and images, e-newsletters, online listings, blogs and social media.
- Prepare and erect marketing materials for display purposes at exhibitions and in Festival venues.
- Assist with distribution of Marketing print materials e.g. brochures, flyers and posters both physically within the local area and through both mail outs and digital circulation.

Events

- Support the planning and managing of our live events programme and Visual Arts Exhibitions. This will include volunteer co-ordination, risk management, artist/agent liaison as well as the hands-on practicalities to ensure the efficient running of day e.g. assisting with riders, research projects, purchasing festival materials.
- Provide additional stewarding, invigilation or Front of House support at events as required.
- Act as a key holder for the Gallery complex and support venue hire activity within the Galleries.

General Responsibilities:

- Provide administration support undertaking filing, emailing, archiving, photocopying, word processing and correspondence.
- Act as the first point of contact for the general office including answering the phone, greeting visitors dealing with deliveries and email enquiries.
- Undertake training as identified and agreed with the Festival Manager to ensure the ongoing effective delivery of the role e.g. First Aid, ICT, office systems, Front of House and buildings procedures.
- Undertake Kickstart evaluation and assessments.

Compliance:

- Carry out all duties within parameters agreed with the Festival Manager and in accordance with appropriate internal and statutory procedures
- Adhere at all times to KLF employment policies and procedures with particular reference to Health and Safety, Equal Opportunities and Safeguarding
- Work collaboratively with team members, volunteers and other colleagues in order to meet organisational objectives

Hours: 25 per week
Flexible Mon – Fri 9am to 5pm with some weekend/evening work

Duration: Six months

Leave: Statutory (not to be taken between 6 weeks before the Festival period unless agreed with the Festival Manager).

Pay: National Minimum Wage for your age group

Reporting to: Festival Manager

Place of Work: Festival's offices at Fermoy Gallery, St George's Courtyard on King Street, King's Lynn PE30 1EU. The Festival also uses a variety of venues throughout the town for performances and events.

This position is only available to anyone aged 16-24 who is Claiming Universal Credit and in receipt of no other earned income. If you wish to apply please talk to your Work Coach at Job Centre Plus about being referred to apply for this placement.

Application Deadline - 6pm 31st January 2022

PERSON SPECIFICATION

We are looking for a highly motivated, creative ideally educated to degree level with excellent written and verbal communication skills, with outstanding levels of accuracy and attention to detail.

The role requires high levels of flexibility and commitment, with the ability to work well under pressure and meet deadlines with excellent organisational and time-management skills along with the ability to prioritise and juggle multiple projects.

You will have a keen interest in the arts with an awareness of diversity, access and equal opportunities issues.

We require high levels ICT skills and ideally experience of office administration.

We are looking for some-one who is confident in dealing with a range of people and can deliver excellent customer care.

An interest in marketing including promotion, social media and website development and/or event management.

Knowledge	Essential	Desirable
Working knowledge of Outlook, Access, Word and Excel (MS Office /365)	√	
Knowledge of routine office systems and procedures e.g. filing, archiving, maintaining mailing lists and email messages		√
Knowledge of social media platforms and website management		√
Knowledge of and/or keen interest in the arts	√	
Awareness of diversity, access and equal opportunities issues		√
Qualifications		
Qualified to 'A' level or above or equivalent	√	
Qualified to degree level or equivalent		√
Experience		
Previous experience of working in an arts environment in a voluntary or paid capacity		√
Experience of producing or designing print material (e.g. brochures, posters leaflets)		√
Good written and verbal communication skills, responding effectively in person and over the phone	√	
Experience of working with/or as a volunteer		√
Ability to manage multiple priorities, work well under pressure and meet deadlines	√	
Experience of event management and/or promotion		√
Personal attributes		
High degree of commitment and flexible approach to working hours	√	
Keen and willing to learn new skills and undertake training	√	
Outward going, confident and friendly with people	√	
Ability to travel independently both locally within King's Lynn and across Norfolk		√
The ability to respond positively and creatively to challenges	√	
Skills		
Good accuracy and attention to detail	√	
Can work well on own initiative, independently or as part of a team	√	
Excellent interpersonal skills with a commitment to customer care	√	