



**Festival Manager
and co-Artistic Director**

Information Pack

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Closing date 17 June 2024, at 12 noon

3, Thoresby College, Queen Street, King's Lynn Norfolk PE30 1HX

www.kingslynnfestival.org.uk email: info@kingslynnfestival.org.uk tel: 01553 767557

President: HRH The Duke of Kent KG, Vice-Presidents: The Mayor of the Borough of King's Lynn & West Norfolk,
Chairman of Norfolk County Council, Freddy Kempf, Lady Jane Fellowes
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King's Lynn Festival – Introduction

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. This year the Festival's 42 events include leading pianist Alim Beisembayev, the BBC Big Band playing Gershwin, chamber music, Early Music, composer James MacMillan (fresh from his Proms concert), Kathak dancer Sonia Sabri, the Ukulele Orchestra of GB, and the RPO. Something for everyone!

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 14–27, 2024), but we also put on events all year between September and May. Predominantly we stage classical music performances, but especially in July we also present many other music genres – jazz, folk, brass band and ethnic - and all year we programme talks, films, dance, outdoor events, and mount a significant annual exhibition. We run local community initiatives, invite young people to come to workshops, and regularly work with schools developing creative projects.

We do not manage our own venues. The hired venues are the town centre churches with 100-500 seats and the two Guildhalls with 170-300 seats, plus the Borough Council's full-time theatre at the Corn Exchange. The Festival is historically most closely associated with St. George's Guildhall, but in 2025-26 it is anticipated that the Guildhall complex will be closed and undergoing major restoration and conversion work, influenced by its association with Shakespeare.

The Festival company is managed by a Board of Trustees and day-to-day activity is run by a small team comprising four part-time staff – the Festival Manager, an Administrative Officer, a Finance Officer, and the Marketing Manager. The latter post is intended to come in-house, but has been met by a freelancer since 2020. We also engage a freelance Artistic Director, whose specialism is the classical music programme. In addition, we rely on a team of around 50 volunteers to keep the wheels turning. All the non-classical music events, and creating the local community and education programme, are a part of this Festival Manager/co-Artistic Director role, in partnership with the Artistic Director, Ambrose Miller.

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 join in partnership projects with other cultural organisations and community groups, such as the Royal Geographical Society (with IBG), King's Lynn Community Film Club, Alive Leisure, PEACH – Local Cultural Educational Partnership, Norfolk Museums Service, and Creative Arts East to name but a few.

We are supported by King's Lynn & West Norfolk Borough Council and Norfolk County Council. We are a registered charity and a registered company limited by guarantee.

King's Lynn is a very interesting historic town, the main services centre for western Norfolk, and a busy and sociable place.

JOB DESCRIPTION

PURPOSE OF THE JOB

The role of the Festival Manager is to work on behalf of the Board and in partnership with the Artistic Director to organise, promote, and effectively deliver the annual Festival and our programme of music and the arts events throughout the year.

ROLE DESCRIPTION

| | |
|---------------|---|
| JOB TITLE | FESTIVAL MANAGER and Co-Artistic Director |
| REPORT TO | Chairman of the Board of Trustees |
| FT/PT | Part Time 0.8 FTE: 30 hours per week |
| HOURS OF WORK | A work pattern will be established with the successful candidate. Working hours will mostly be eg. Monday to Thursday, within 9am to 5pm hours (including 30 min unpaid lunch break), or shorter over 5 days. The post holder will be expected to work flexibly using TOIL to work evenings and weekends as required. |
| LOCATION | Festival Office in King's Lynn, Norfolk |
| SALARY | FTE £33,700 pro rata per annum (ie. gross £28,080) and pension contribution (subject to employee contributions being made) |
| HOLIDAY | 22 working days, plus statutory holidays |

KEY DUTIES AND RESPONSIBILITIES

- As co-artistic director, creating the variety of the Festival programme in liaison with the Artistic Director throughout the year.

Office Management

- Acting as general manager and team leader to ensure the efficient running of the Festival Office, identifying priorities and delegating to staff whenever appropriate. This task includes:
 - staff and volunteer recruitment, supervision, training and welfare.
 - preparing regular reports to the Board of relevant policies for administrative and regulatory requirements.

Event Management

- Managing the planning of events and contributing to the organisation of music and arts programmes agreed with the board of trustees covering:
 - administration of artists' contracts and venue requirements;
 - preparation and monitoring of event budgets and actual expenditure (in liaison with Artistic Director & the Lead trustee for Finance);
 - ensure the timely organisation of marketing and publicity with relevant staff and contractors;

- planning and oversight of all event management and Front of House requirements;
- preparation and support for the KLF visual arts exhibition;
- hands-on assistance and support in the run up to and during events;
- regular communication with, and formal reporting to, the Board of trustees, and its sub-committees.

General Duties

- Funding:
 - Advising the Board in relation to grant funding opportunities, submitting agreed applications, and ensuring any subsequent reporting obligations to partner bodies are met;
 - Maximising the goodwill and contribution of volunteers and supporters.
 - Administration associated with contributions from business and individual sponsors.
- Creating local educational and community engagement activities, and seeksuitable funding. This is likely to have a CYP and inter-generational bias.
- Promoting a positive image for the Festival, both within the organisation and to the outside world, and building mutually beneficial partnerships with appropriate local and regional organisations.

Person Specification

| | ESSENTIAL | DESIRABLE |
|------------------------|---|---|
| Knowledge of: | <p>Cultural sector event management.</p> <p>Working knowledge of IT and social media in the Arts sector</p> | <p>Appreciation of the Arts and cultural sector, including classical music and interest in other music genres.</p> |
| Relevant experience of | <p>Creating and managing Arts sector budgets and operating plans.</p> <p>Team management.</p> <p>Coordination of events, both indoors and outdoors including scheduling and risk assessments</p> | <p>Working in a small team</p> <p>Event management.</p> <p>Charity administration or Arts operations.</p> <p>Film programming, and exhibition preparation.</p> <p>Fund raising and grant application writing.</p> <p>Experience of managing external supplier contracts</p> |
| Skill and abilities | <p>High level of organisational skills and demonstrable ability to plan and manage the workload.</p> <p>Ability to multi-task and focus when people are regularly in contact by phone and in person.</p> <p>Effective interaction with external partners.</p> <p>Good level of literacy and numeracy, demonstrated by communication skills and ability to manage spreadsheets.</p> | <p>Experience of managing small business IT infrastructure.</p> <p>Ability to inspire and motivate team members and volunteers.</p> |
| Personality | <p>We need a problem solver with a can-do attitude; you will be professional, adaptable and resilient.</p> <p>Able to work effectively in a team, whilst also working independently.</p> <p>Demonstrates energy and enthusiasm and the ability to engage the public in a welcoming, friendly and professional manner.</p> <p>Supportive of others and able to share knowledge and skills effectively.</p> | |

Additional Information

- The post offered is a salaried position as an employee of King's Lynn Festival Ltd. and as such it is subject to our standard Terms and Conditions of Employment (full details provided with your employment contract).
- This post will commence as soon as possible, ideally in September 2024, subject to interview and receipt of satisfactory references. The post has a three-month probationary period.
- Time off in lieu is available for all posts, as arranged with the Festival Manager. KLF does not pay overtime.
- Salaries are payable monthly in arrears, such payments being credited to a bank or building society.
- Annual Leave: pro-rata statutory leave (not to be taken in the 6 weeks before the July Festival period unless agreed with the Chairman).
- Place of Work: the Festival's office is at 3, Thoresby College, Queen Street, King's Lynn PE30 1HX

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.

Application Procedure

- Please send a c.v. with a covering letter of application, outlining your skills and experience with reference to the Job Description and Personal Specification, and your reasons for applying for the post.
- If successful in the first stage, you will be expected to complete and return an Additional Information Form and thereafter will be invited to an Interview

Send the above information to:

KING'S LYNN FESTIVAL 3, Thoresby College, Queen Street, King's Lynn, Norfolk, PE30 1HX. Applications may also be made digitally to ema@kingslynnfestival.org.uk

Key Dates. Closing date Monday 17 June at 12 noon.

Interviews in the week beginning 24 June 2024.