



**ROLE TITLE:** WOVEN FESTIVAL COORDINATOR

**HOURS:** Part- time freelance contract

**RESPONSIBLE TO:** Natalie Walton, Director HATCH - Festival Curator

## **BACKGROUND INFORMATION**

WOVEN festival is a celebration of textile heritage and innovation. Initiated and funded by Kirklees Council, the festival is owned by everyone, from community groups, to industry, cultural organisations, artists, businesses and heritage sites across the district.

WOVEN's theme is generations of innovators, connecting a strong heritage with today's innovative developments in industry, university research, a strong arts and crafts scene and the creative expression of the district's rich and diverse communities.

The next WOVEN festival will take place in June 2021, however there are long term projects that have been established to embed the festival within its communities. WOVEN also has a strong online presence with resources and ways to engage.

### **About the role**

The role of Festival Coordinator is to support the festival curator to oversee the day to day development and delivery of the festival in 2021 with future consideration to 2023.

Key to the Coordinator role is overseeing Project Managers, setting up sharing meetings and giving one to one advice where required, as well as reporting on Project Managers' progress and any challenges faced by funding, covid and unexpected circumstances.

The Coordinator will also be responsible for budget monitoring and will support with funding applications and income generation ideas and initiatives.

### **Main duties and responsibilities**

As Festival Coordinator you will be responsible for:

- Overseeing project managers, collating reports and identifying support needs where required
- Acting as first point of contact for project managers to report to and raise queries
- Acting as first point of contact for general public and partner enquiries through [woven@hatchprojects.org.uk](mailto:woven@hatchprojects.org.uk)
- Arrange and lead monthly project management meetings
- Arrange and lead steering group and stakeholder meetings and communications
- Ensuring projects are running to time, budget and meet the needs of the community and the festival

- Signing off on any commissioning (project agreement) documents with project managers (supported by Festival Curator)
- Ensuring all project managers are using relevant communication tools (SLACK, ASANA, Google Docs)
- Updating budgets and working with the bookkeeper to ensure income and expenditure is recorded and monitored
- Sign off on and support social media and marketing stories with the media team
- Deputising for Festival Curator where required
- Co-delivering open planning sessions with festival team
- Quarterly reporting for key stakeholders
- Support evaluation of the project, ensuring data is collected throughout the project.

#### General event support:

- Using existing templates, write and maintain all Health and Safety documentation and risk assessments and ensure all work is in line with GDPR and Health and Safety legislation
- Support project managers to manage any public-facing events in line with public event protocols and H&S.
- Support the documentation of all activities, whether on or off-site in accordance with copyright laws, clearing copyright and obtaining relevant permissions and image captions and credits.

#### Evaluation:

- Work with external evaluator and WOVEN curator to understand the evaluation requirements of projects, including possible contributions to academic research
- Support the gathering of information for evaluation processes

#### Dissemination:

- Support partners in the development of case studies, articles and other forms of dissemination, regionally, locally and nationally.
- Present the festival at local and regional events where required

### **Personal Specifications:**

#### **Essential**

- Experience of coordinating large scale, multi stakeholder projects.
- Experience of developing and maintaining long term partnerships
- Excellent interpersonal and communication skills (written and verbal)
- Ability to prioritise and manage own workload to meet agreed targets and deadlines
- Self-motivated with the ability to use own initiative
- Excellent attention to detail
- Experience of working with complex budgets, bookkeeping and invoicing
- A good working knowledge of IT and project management software such as SLACK, Google Documents, Zoom, Teams

#### **Desirable:**

- Interest and knowledge of textiles.
- Working knowledge of evaluation frameworks

## **Conditions & Contract:**

Project Coordinator will receive support from the WOVEN Curator and the steering group and the WOVEN team. The selected candidate will hold or be willing to apply for an annual online DBS check confirmed prior to taking up the position. This will be a fixed term, self-employed freelance contract from late January 2021 to September 2021 with possible extension to 2023. The successful candidate will be expected to work within the projected timetable. This role will include occasional evening and weekend working.

Contract Fee: Total project fee of £7050 with exact days/hours to be agreed. Flexibility will be required at certain times depending on deadlines and workload.

This project has been funded by Kirklees Council and supported by the University of Huddersfield and The Textile Centre of Excellence with additional project funds from Paul Hamlyn Foundation.

## **APPLICATION PROCESS**

Deadline for applications is **5pm, Friday 8th January 2021**

Selected candidates will be invited for an interview on Zoom on either the 21st or 22nd January 2021.

To apply please email the following to [hello@hatchprojects.org.uk](mailto:hello@hatchprojects.org.uk)

- A cover letter (2 sides max) detailing your interest in and suitability for the role, including your knowledge and interest in arts and culture in Kirklees and details about any relevant projects and partnerships you have delivered.
- A copy of your CV
- Details of two referees (please note we will only contact referees at interview stage)

## **EQUAL OPPORTUNITIES**

HATCH are committed to building organisations that make full use of the talents, skills, experience, and different cultural perspectives available in a diverse society. The aim of our policies is to ensure that at all stages of the recruitment, selection and employment process (including the artist commission process) we consider all applicants in fair and considered manner so that the most appropriate person is selected, regardless of age, colour, disability, gender, marital or family status, nationality or ethnic origins, race, religious belief or sexual orientation. HATCH's Equal Opportunities Policy will be applied to this role.

## **CONTACT DETAILS**

In the first instance please direct all enquiries to [hello@hatchprojects.org.uk](mailto:hello@hatchprojects.org.uk)