

Glasgow Canal Festival Director - Job Role

Overview

The Glasgow Canal Festival is an emerging cultural festival delivered by the Glasgow Canal Co-operative, a recently established co-operative of organisations based in the North Glasgow canal area. July 2020 will see the delivery of the fourth Glasgow Canal Festival, celebrating the heritage, natural environment, arts and watersports associated with the stretch of the Forth & Clyde Canal between Port Dundas and Firhill Basin.

Creative Development and Programming

- Building on the existing successful format of the festival, work with the Festival Steering group to develop a high-quality and community-focused creative programme under the festival's key event programming pillars; arts, heritage, environment and watersports.
- Work collaboratively with the local community, co-op partners, and key local stakeholders to ensure activities reflect the culture and heritage of the local area and work that has been done around the canal to date.
- Seek to ensure a balance between types of activity, price point, target audience and genre, and identify all possible opportunities to celebrate and profile the natural landscape, heritage and communities of Glasgow's canal.

Partnership and Community Development

- The festival is built on strong partnerships with a wide range of stakeholders. The Festival Director will work with the Co-op to develop existing partnerships and develop new ones, aimed at co-delivering activities, reaching new audiences and engaging people in new ways.
- Work closely with Co-op member organisations to ensure optimal involvement for all members in festival activity.
- Work closely with community contacts and stakeholders to ensure that local people are involved, and the event is as accessible as possible.

Event Management

- Support the Event Production Manager to create a robust and detailed Event Management Plan, ensuring adequate risk assessment, insurances and licenses are in place.
- Support the Event Production Manager to oversee event logistics and maintain lines of communication between relevant statutory bodies and the community.
- Work with the Event Production Manager to recruit and coordinate a team of volunteers and support staff to help deliver the event.
- Hold overall responsibility for the running and delivery of the event, both in advance and on the day.

Communications

- Liaise with the Co-op Project Manager and Festival Steering Group to design and deliver a targeted festival marketing campaign.
- Highlight and facilitate any PR opportunities.
- Liaise with the Co-op Project Manager to document the event through film / photography.
- Hold feedback session with key partners to ensure learnings for next year.

Financial Management and Evaluation

- Hold overall budget responsibility for the event, working closely with the Co-op Project Manager to manage the festival budget to a high degree of accuracy, seeking ways to be cost effective and to maximise value.
- Liaise with the Co-op Project Manager to ensure all expenditure is within budget and invoices are paid promptly.
- Ensure that a thorough evaluation system is established so that a follow-up report can be produced and circulated to key partners and funders.

Essential skills & experience

- Experience of taking a leading or senior role in the creative development of events.
- Excellent producing skills across a range of projects for example in festivals, events, arts or heritage.
- Experience of working on outdoor public events.
- Experience of working with multiple stakeholders and partners to deliver complex projects.
- Proven track-record of managing public funds and delivering projects on time and to budget.
- Strong communication skills.
- Diplomatic and collaborative nature, with an enthusiasm for meeting and collaborating with a wide range of people.
- An ability to multi-task and work effectively under pressure.

Desirable

- Artistic programming or curatorial experience
- Knowledge of the local canal area, partners and audiences.
- Good networks for additional fundraising and sponsorship opportunities.

Job Specification and Application Process

The time commitment required for this post will increase as we come closer to the festival date:

- A fee of £8,050 to coordinate a programme of engaging activity and entertainment, in partnership with the Festival Steering group and Canal Co-op, to deliver the event and conduct a full evaluation and produce a report post event.
- This fee has been set based upon a guideline day rate of £175 but represents a fixed

fee for delivery of the project.

- This post will start in November/December 2019, increasing in hours for May - July and will run until after the event with a follow-up meeting and reporting to be concluded by mid-August 2020.
- Allow for 4 days' wrap-up post event.
- This role will be supported by an Event Production Manager, in addition to a team of short-term staff and volunteers who will be recruited in the lead up to the event.

More information about the event can be found here:

<https://www.glasgowcanalfestival.com/>

and about the Glasgow Canal Co-operative here:

www.glasgowcanalproject.com

Please submit a **cover letter and CV** to Anna at hello@glasgowcanalproject.com **by 4pm on Tuesday 22nd October 2019.**

Interviews will take place on **Thursday 31st of October and Friday 1st November 2019.**