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please contact the DaDaFest office**



## **Job Description - Festival Assistant**

Line Manager(s)	Festival Producer / Marketing and Communications Manager
Salary	£18,000 - £20,000 (pro rata)
Full or Part Time	Part time, 6 months, 3 days per week
Location	DaDaFest office in Liverpool City Centre

### **Background**

DaDaFest is a pioneering disability and Deaf arts organisation, unique in our focus and in the scope and scale of our work and ambitions. Based in the heart of Liverpool, we have built a national and international reputation for delivering high quality and accessible events and projects including a critically acclaimed festival programme.

We believe that disability is a social issue – it is systemic barriers, negative attitudes and exclusion by society (purposely or inadvertently) that are the main contributory factors in “disabling” people. Through stimulating and supporting excellent disability and Deaf arts from a wide variety of cultural perspectives, our aim is to promote and improve the social understanding of disability.

### **Job Purpose**

The post holder will provide assistance and support for the delivery of DaDaFest International 2018. The role involves supporting both the Festival logistics and the Festival marketing activity.

### **Main duties and responsibilities**

Festival Co-ordination

- 1 Assist the Festival Producer in all aspects of organising and delivering the events, exhibitions and seminars for DaDaFest International 2018, including:

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- researching and booking travel and accommodation for artists and performers
- arranging access requirements and making sure the access needs of artists and attendees are met
- supporting with general administrative tasks – events invitations, guest lists, contracting, scheduling, sorting festival post, etc. – and maintaining the festival logistics planner
- artist and venue liaison
- ensuring all events conform to DaDaFest’s safeguarding and equal opportunities policies

## Marketing

- 2 Assist the Marketing and Communications Manager to deliver the Marketing Plan for DaDaFest International 2018, including:
  - scheduling and posting of social media content across Instagram, Twitter and Facebook and uploading content to the Festival website
  - production of marketing/PR materials and literature, including web content, brochures and press releases
  - Liaising with external designers and/or creative agencies on the production of marketing materials
  - distribution of marketing materials to partner venues
  - collation of information for promotional literature e.g. biographies and images
  - Writing and proofreading copy

## **Placement and volunteer coordinator - Person Specification**

All points on the Person Specification are important but those marked 'E' are the essential requirements for the job. You should pay particular attention to these points and provide evidence in your application of how you meet these requirements.

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Those marked 'D' are desirable but you should also demonstrate how, or if, you meet those requirements.

Any candidate who is a disabled or d/Deaf person and who can demonstrate that they meet all of the essential criteria in the person specification is guaranteed an interview.

<b>Person Specification</b>	<b>Essential or Desirable</b>
<b>Qualifications</b>	
GCSEs in Maths and English	E
An Arts (Dance, Combined Arts, Literature, Music, Theatre, Visual Arts or Arts Management) or Marketing graduate	D
<b>Knowledge and Experience</b>	
Significant experience (normally 2 years duration) of coordinating projects or events in either a paid or un-paid capacity	E
Significant experience (normally 2 years duration) in marketing and communications in either a paid or un-paid capacity including using social media tools to promote events and engage audiences	E
Knowledge of office management systems and procedures	E
Awareness of the Social Model of Disability and/or Deaf awareness	E
Experience of using Mailchimp and/or a similar email marketing tool	E
Experience of using image-editing software (e.g. Photoshop)	D
Experience of updating website content and using web content management systems	D

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<b>Skills and Abilities</b>	
Effective interpersonal skills	E
Excellent time management skills and an ability to multi-task, plan and prioritise work	E
Ability to work as part of a team	E
Well organised, with attention to detail and high level of accuracy	E
Ability to handle confidential information in an appropriate manner	E
Excellent ICT skills including Microsoft office and competency in Word Press or other digital content management software	E
Ability to co-ordinate groups of people	E
Good communication skills, including the ability to produce content, articles and blogs for diverse audiences	D
<b>Other</b>	
Flexible availability with the ability to work occasionally at weekends and in evenings	E
Commitment to the ethos of DaDaFest and implementing its policies and practices	E

**Further information and application forms are on the DaDaFest website [dadafest.co.uk](http://dadafest.co.uk)**