

JOB INFORMATION & JOB DESCRIPTION

JOB TITLE: Artist Liaison/ Production Runner Assistant

Date: 28/05/2019

PURPOSE OF JOB

Magna Vitae have an exciting opportunity for someone to join the Culture and Events Team as Artist Liaison Assistant to support the delivery of SO Festival 2019.

SO Festival is an international, street art festival offering a variety of outdoor entertainment and takes place in Mablethorpe and Skegness in Lincolnshire, UK. The festival aims to increase engagement and interest in the arts within those least engaged.

The festival is managed by Magna Vitae, working with independent Artistic Director, Jens Frimann Hansen and supported by Arts Council England as a National Portfolio Organisation and East Lindsey District Council.

The festival takes place during the last weekend of August. 2019's dates are 30th August in Mablethorpe and 31st August and 1st September in Skegness.

The overall role predominantly focuses on assisting the Festival Coordinator organise the performers at the festival.

Hours of Work:

Start date: ASAP

Pre-festival: 16 hours per week over 2 or 3 days

Festival week: 27, 28, 29 August – 8 hours per day, 30, 31 August and 1 September – 10 hours per day.

Week by week working arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement

Responsible to:

Festival Coordinator

Team Relationships:

Member of the Culture and Events delivery team.

Main terms & conditions of employment:

£8.21 per hour

You will also benefit from some of the best terms and conditions in the leisure field including a voluntary membership of a defined benefits career average pension scheme plus free use of Magna Vitae's fitness suites and swimming pools.

Due to the work pattern required during this contract, annual leave will be accrued and paid in your final salary payment.

Special Requirements:

EQUALITY & DIVERSITY:

The post holder is required to carry out their duties in a way that supports Magna Vitae's Equality & Diversity Strategy.

HEALTH & SAFETY:

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae's Health and Safety Policy & Commitment Statement.

SAFEGUARDING CHILDREN & ADULTS:

Magna Vitae have a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the company Safeguarding Policy.

DRIVING

A full driving license is essential for this role.

Work Location:

Work base will be located at Meridian Leisure Centre, Wood Lane, Louth, LN11 8SA

Mileage to and from work base will be reimbursed when travelling to event sites/meetings.

Type of Contract:

Part Time
Fixed Term
June – September 2019

The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.

KEY DELIVERABLES

Main Responsibilities

The Artist Liaison Intern will predominantly focus on assisting the Festival Coordinator organise the performers at the festival.

As SO Festival's core staff is a relatively small team, the Artist Liaison Intern will also occasionally assist other departments as well as be responsible for a wide range of administrative tasks, including;

- Assisting with sending and chasing contracts
- Assisting with artist travel and accommodation arrangements
- Creating welcome packs and local guides for visiting artists
- Maintaining artist folder for marketing purposes e.g. updating company and show biographies, social media handles and image databases
- Arranging briefings for artists upon arrival on site
- Booking venues for dressing room/green rooms on site

- Organising catering for artists when on site
- Acting as a runner for artists during the festival
- General administration and ad hoc task as they arise

PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.




As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.

JOB REQUIREMENTS & KEY CRITERIA		Essential/ Desirable
Experience/ Skills/ Knowledge	<ul style="list-style-type: none"> Ability to manage multiple tasks with different deadlines, under minimal supervision 	E
	<ul style="list-style-type: none"> Experience in a similar role/similar duties 	D
	<ul style="list-style-type: none"> Computer literate 	E
	<ul style="list-style-type: none"> Must have the ability to communicate to a high level with people and the ability to work as part of a large festival team 	E
	<ul style="list-style-type: none"> Experience in liaising with stakeholders and businesses 	E
Qualifications/ Training	<ul style="list-style-type: none"> Driving Licence and a car to use over the festival period 	E
Personal Qualities	<ul style="list-style-type: none"> An interest in the arts and festivals 	E
	<ul style="list-style-type: none"> Eye for detail and ability to work in a fast-paced environment 	E
	<ul style="list-style-type: none"> A flexible and positive attitude and the ability to work under pressure 	E
	<ul style="list-style-type: none"> The ability to work in a changing environment and respond flexibly to changing needs and demands 	E
	<ul style="list-style-type: none"> An ability to speak French/German 	D

FURTHER INFORMATION ABOUT MAGNA VITAE

<p>Our Purpose</p>	<p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life.</p> <p>We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p>
<p>Our Vision</p>	<p>We want to enable more people to be physically and culturally active, more often.</p>
<p>Our Values</p>	<p>Focus on the customer</p> <p>Improve continually</p> <p>Teamwork</p>
<p>Core Behaviours</p>	<p> Smile</p> <p> Be Friendly</p> <p> Be Helpful</p>
<p>Benefits of working for Magna Vitae</p>	<p>As a growing company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole.</p> <p>You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary; a generous employer pension scheme; and free use of the company's fitness suites and swimming pools. We look forward to receiving your application.</p>