



## **FESTIVAL PRODUCER AND COORDINATOR**

**Length of post:** 5 months

**Hours:** 3 days per week

**Fixed fee:** £9000 (inc VAT)

**Start date:** Monday 11th March 2019

**End Date:** August 7th 2019

**Applications deadline:** Friday 1st March

**Interview dates:** Thursday 7th March 2019

**How to apply:** Send your CV + short cover letter to [info@moonfestival.co.uk](mailto:info@moonfestival.co.uk)

## **ABOUT MOON FESTIVAL**

Moon Festival is a London based festival celebrating people's relationship with the Moon across time, cultures and subjects in coincidence with the 50th anniversary of the first Moon Landing. From astrophysics to mythology, politics to poetry, Moon Festival draws on humanity's eternal curiosity for the Moon to bring people together at night. Our plans involve a street party, training 30 young people in collecting stories from their communities and sharing them through art, a cabaret night for over 70's night hosted by Duckie, a rooftop party, spectacular light projections, a Jazz night hosted by Jazz Refreshed and a lecture series headlined by Margaret Atwood.

We are supported by some of London's most prestigious institutions and some of its weirdest people. A fiercely independent festival, we're all about renewing people's love for the glowing ball in the sky and ensuring everyone feels safe and loved in London at night.



## **KEY RESPONSIBILITIES**

- Produce, coordinate and deliver a development programme for young broadcasters in partnership with Ravensbourne University
- Produce, coordinate and deliver 3 events in a university setting. This includes finalising events concept, negotiating copy, pricing, setting events pages up on website and liaising with other team to coordinate announcements
- Manage, coordinate and act as point of contact for 5 external producers/partners organisations to ensure they deliver activities on budget and on time. This includes negotiating copy, setting events pages up on website and liaising with other teams and external producers to coordinate announcements
- Coordinate and administer a global campaign to be part of Moon Festival from call out to completion
- Track events sales and report to Artistic Director
- Act as the first point of contact for the festival including monitoring and managing general enquiries and reporting to Festival Director when necessary
- Manage an events management intern

## **DAY TO DAY AND TASKS**

- Contracting
- Managing venue relations
- Finalise venues/locations
- Artists liaison
- Monitoring general email address
- Produce timelines and project sheets
- Manage relationships with key partners including arts organisations, individual artists, scientific institutes and universities
- Write up minutes and follow ups



## **NECESSARY EXPERIENCE AND SKILLS**

- Extensive project management experience
- Extremely organised and able to manage own work unsupervised
- Knowledge of Wordpress backend
- Knowledge of the digital world/youtube
- Have worked on a festival before

## **YOU**

- Are exceptionally organised
- Like to set up systems and follow them
- Are capable to deal with conflicts effectively and pragmatically
- Live in/around London and can attend a monthly meeting + the entire festival in July
- Must be available to switch your hours to full-time between July 15-31 2019