



"Sheer lunacy – in the best possible way."

Time Out London

ABOUT MOON FESTIVAL

Moon Festival celebrates 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.

Job Title: Heritage Project Manager

Length of Post: 5 months Fixed-Term Contract

Salary: £25,000 pro rata

Hours: Full Time. 37.5 hours per week

Leave: 25 days per year (pro rata)

Applications deadline: Friday 1st March

Interview dates: Monday 4th March 2019

Start date: Thursday March 7th 2019

End Date: August 7th 2019

How to apply: Send a copy of your CV + short cover letter to info@moonfestival.co.uk



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THE ROLE

The Project Manager will take responsibility for the overall coordination, implementation, execution, and completion of the project.

RESPONSIBILITIES

As the person responsible for the successful delivery and management of the project, this post will require you to:

- Be the first point of contact for and regularly liaise with volunteers, venues, heritage specialists, community groups, local and national partners
- Work closely with the marketing department to inform the general public and Moon Festival's stakeholders of the project's development by creating engaging content for our digital platforms (Blog, Facebook, Twitter, Instagram)
- Manage the project's budget
- Attend and facilitate all training sessions
- Lead in the preparation of material for archive
- Available to work day and evening shift between July 19 - 26.
- Work with external evaluators to ensure effective monitoring and evaluation of the programme
- Be an advocate for Moon Festival and for the heritage behind the project

SKILLS

- Exceptional communication and interpersonal skills
- Experience in managing and delivering heritage projects
- Experience in managing volunteers
- You must be a people person who is comfortable around others, curious by nature and eager to learn more about others and their heritage



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- Have an understanding of the heritage sector
- Have working knowledge of managing and monitoring budgets