

Keighley Creative

Old Sunwin House Building
Keighley, BD21 3RB
www.keighleycreative.org
admin@keighleycreative.org



Seeking: Freelance Festival Coordinator for Keighley Arts and Film Festival (KAFF) 2021: 8th to 10th October

The Trustees of Keighley Creative, an arts, creativity and cultural charity based in central Keighley, need to urgently recruit an experienced festival coordinator on a freelance basis to help us deliver a safe, inclusive and exciting KAFF2021.

The daily fee is £125 for 68 days in total, so a total of £8,500 for the whole contract. Funds for additional days may become available for September and October (funding bid pending).

The work will include:

- Writing funding bids to a range of local and national funders
- Building on the strong local and district partnerships already in place to help develop the festival programme
- Commissioning artists and creatives to deliver certain aspects of the programme
- Recruiting and training up volunteers to work on different aspects of KAFF
- Promoting the Festival and specific programme events using a wide range of mediums and platforms
- Budget management
- Leading the organisation's Festival health and safety management (including covid safety)
- Final programme delivery and management during the Festival Weekend
- Evaluation and impact assessment in relation to key outcomes

You will work to a small, supportive local Festival Steering Group and we already have some established delivery / co-working partnerships.



Hanover Street / Cavendish Retail, Keighley, BD21 3QJ / BD21 3RB
e: admin@keighleycreative.org www.keighleycreative.org

To apply

Please apply in writing, and submit by email to admin@keighleycreative.org by the closing date.

To include:

- Name, Address, phone and email contact details.
- Please outline your experience and skills in relation to the key tasks of the Festival Coordinator as outlined above.
- Your knowledge/experience of Keighley (if any).
- Please give us two examples of your relevant work and two referees who can confirm your skills and experience.

As part of your application please confirm that you will be available to work approximately 12 days June; 12 days July; 15 days August; 15 days September; 14 days October. Please also confirm that you have Self-employed Public Liability and Professional Indemnity Insurance in place, or will be willing to purchase such insurance should you be offered the work. Keighley Creative will need to see evidence of your insurance before you commence this contract.

Closing date for applications: 9am Monday 24th May 2021

Interviews will be held on Monday 7th June 2021

We will send out interview requests to short-listed applicants by Friday 28th May.

