**Cathedral Quarter Arts Festival Job Opportunity**

Title: Festival Manager

Salary: £28,000 per annum pro rata 0.7 FTE (3.5 days per week)

Reporting to: Festival Director

Contract term: 12-month contract with the option to extend annually, subject to funding outcomes.

**About us**

As organisers of two of Belfast’s best loved, most dynamic and most artistically daring festivals, the Cathedral Quarter Arts Festival is poised to undergo a period of transformation to strengthen its position at the forefront of festivals in Northern Ireland, and further afield.

Over a period of 21 years, the festival has played a lead role in the transformation of Belfast’s North city centre - from near dereliction in the 1990’s to its emergence as the main cultural hub it has become today. In that time, the festival has attracted some of the greatest artists in their fields to the city, radically changed perceptions of how arts can be experienced, grown audiences for the arts and served as a driver for positive social and economic change in the city.

Each year, with modest resources, we have grown our audiences, enhanced our profile and reputation and strengthened our cultural offer of the city, entertaining 50,000 people with 300 shows in 2019. COVID-19 radically changed the landscape in which we operate, presenting many new challenges and new opportunities to how we work and connect with audiences. We have shown remarkable resilience, ingenuity and innovation, and are now planning for our future and the role we will play in rebuilding arts and culture in Northern Ireland.

We are core funded by the Arts Council of Northern Ireland and Belfast City Council, with annual project-led funding from Tourism NI, the Department for Communities, British Council, and various sponsorship arrangements.

**What we are looking for**

As Festival Manager, you will shape the future of a dynamic and ambitious organisation. We are looking for an experienced, creative and resourceful individual to develop our strategic direction and deliver two innovative and world-class festivals for not just the city of Belfast and its residents and workers, but the citizens of Northern Ireland, and visitors to this region.

Reporting to the Festival Director and accountable to our Chair and Board of Trustees, you will be a senior member of our small core team. In addition to the full-time Festival Director, our team is made up with a part-time Office Manager with event management, production, marketing and design on part-time contracts, supported by our loyal volunteers.

You will have excellent programming, event management and communication skills, champion diversity and creativity to find workable solutions, and have with exceptional attention to detail. We want experience of managing staff, suppliers, contracts, marketing and fundraising. You must also have strong IT skills and be comfortable managing budgets and funding applications.

There will be many times when the job will not be limited to nine to five, so a flexible approach to working hours is key, particularly when we deliver Out to Lunch and the Cathedral Quarter Arts Festival. Although the role will primarily be based in our Belfast office, we will make allowances for working from home, following the easement current government guidelines.

**Your duties**

You will support the Festival Director in delivering Out to Lunch and the Cathedral Quarter Arts Festival and ensure manage the organisation’s operational activities. Your key duties include:

To support the Festival Director:

* Lead, motivate and manage our core festival team and group of volunteers.
* Build and consolidate relationships with funders, stakeholders and delivery partners.
* Grow and strengthen the organisation, audiences and funding to meet its vision and mission.
* Oversee new fundraising activity and seek out partnerships in the private and public sector.
* Explore sponsorship or philanthropic opportunities, grant-making trusts and foundations.

You will also:

* Ensure operational activity is managed and delivered in an efficient and effective manner.
* Manage and deliver annual budgets and income and expenditure projections and reporting.
* Develop and manage monthly and quarterly financial statements and governance reviews.
* Ensure the organisation complies with legal, contractual and governance responsibilities.
* Oversee submission of funding applications and manage all reporting and evaluation.
* Manage and administer agreements and contracts with partners, venues and agents.
* Oversee the successful implementation of marketing and PR strategies and plans.
* Act as primary liaison with the Board and manage the annual schedule of meetings.
* Fulfil any other duties required by the Festival Director as they arise.
* Deputise for the Festival Director as required.

**Your experience**

As Festival Manager, you will be a key member of the team, helping to lead one of the most prolific arts organisations in Northern Ireland. We are looking for the following:

Essential

* Minimum of three years’ experience in arts management.
* A deep passion for the arts and working with a diverse groups of artists.
* Knowledge of a range of artistic disciplines such as music, theatre, comedy and visual arts.
* Experience of simultaneously managing multiple projects to meet deadlines and budgets.
* A track record of working with artists and suppliers to deliver events and programmes.
* Excellent written and verbal communication skills, with an aptitude for negotiation.
* Experience of building and managing budgets and financial reviews and reports.
* Highly motivated, practical and resourceful with acute attention to detail.
* Strong organisational, negotiation, management, planning and IT skills.
* Experience of developing and maintaining positive relationships.
* Comfortable working in a busy and demanding environment.
* Skills and good judgement in relation to problem solving.
* Ability to manage and bring out the best in a team.
* Competent and flexible at time management.
* A passionate advocate for the arts.

Desirable

* Working knowledge of Sage or other accounting software.
* Experience in managing significant funding applications and grant claims.
* Experience in developing sponsorship proposals and securing sponsorship.
* Experience of fundraising and new income generation to meet objectives and targets.

**How to apply**

Please send us your CV no longer than three A4 pages, with a Supporting Statement no longer than two A4 pages, outlining how you meet the person specification and why you want to be part of the Cathedral Quarter Arts Festival team.

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| Please provide specific evidence based examples of how you meet the essential criteria in your Supporting Statement, which demonstrate your skills and expertise for the duties stated in this specification. If you feel that one example is sufficient to demonstrate the level of your competency in more than one of the essential criteria, you do not have to provide additional examples. |

Your CV and Supporting Statement must be written in no smaller than Arial size 10 font.

Please email your application to [info@cqaf.com](mailto:info@cqaf.com) using Festival Manager.as the subject header.

The deadline for receipt of full application is 4.00pm, Friday 2 July.

You will get a confirmation email to let you know that we have received your document.

We anticipate contacting shortlisted candidates by Friday 9 July.

Interviews will be held on Wednesday 21 July Either in person or by Zoom. If required, second interviews will be held on Friday 23 July.

All applications will be treated confidentially and in adherence to GDPR regulations on data protection and data retention.

