



## **Incoming Festival Festival Assistant (Freelance) - Job Description**

Incoming Festival celebrates the best emerging theatre companies across 10 days at New Diorama Theatre. Produced by A Younger Theatre with New Diorama Theatre, Incoming Festival was first launched in 2014 to great success. The festival returns in June 2015 for 10 days with 23 companies performing alongside a programme of discussions and workshops.

As part of Incoming Festival, A Younger Theatre is offering the chance for an individual to join the festival team as Festival Assistant. This is a hands-on role for someone who is looking to gain experience working on a festival. The chosen candidate will demonstrate a desire to work within theatre and/or the arts, ideally within a festival or producing/production context.

Incoming Festival is managed by a small team, and the Festival Assistant will play a crucial role in the delivery of the festival during the months before and during the festival itself. The Festival Assistant is a varied role incorporating elements of project and venue management, producing and marketing. It would ideally suit a recent graduate or an early career professional looking to gain more project experience.

### **The Festival Assistant will:**

- Assist the Festival Directors in the run up to and during the festival.
- Be responsible for the delivery of the workshop programme, managing workshop leaders, ticketing and venue partner.
- Assist in the delivery of the marketing and campaign-specific tasks with the Festival Directors, including print distribution, mailing list compiling and social media activities.
- Act as a liaison between the companies performing and New Diorama Theatre, be on hand during the festival and be responsible for venue specific queries.
- Offer technical and venue assistance during the get in and get outs of the festival and at box office/front of house.
- Assist with administrative tasks including budget management, ticket sale monitoring and the festival evaluation process.
- Undertake ad hoc activities that arise during the engagement period as required by the Festival Directors.

### **Essential Qualities:**

- Extremely organised and able to handle multiple tasks.
- Ability to work under pressure.
- Be polite and professional, and able to work alongside people at all levels.
- An understanding of how a festival is put together and the needs of performers, staff, venue and customers.

- Exceptional time-management skills.
- A willingness to “pitch in” as required.
- A knowledge and understanding of theatre and, more broadly, the arts.

**Desirable Qualities:**

- Previous experience in a festival environment.
- Arts marketing experience.
- An understanding of social media and its applications to the arts.
- Previous admin experience.

The engagement period for the Festival Assistant is as follows:

13 April - 1 May - 2.5 days a week

4 May - 22 May - 3 days a week

25 - 29 May - 4 days

1 - 10 June - full-time during Incoming Festival, including the weekend

Working from our Farringdon, London offices the Festival Assistant will be paid a fixed-rate fee of £1275, on a freelance basis. The successful candidate will be responsible for any taxes and expenses associated with the role.

We particularly encourage applications from recent graduates and early industry professionals who are looking to gain experience on a festival.

To apply please send a CV and one page cover letter to [jake@ayoungentheatre.com](mailto:jake@ayoungentheatre.com) with INCOMING FESTIVAL - FESTIVAL ASSISTANT in the subject line. Please outline why you are applying for the role, what you hope to gain from it and ensure you cover all the essential qualities as listed above.

Deadline for applications: 10am, 7 April

Interviews: 9 April in London

If you have not heard back from by 6pm on 8 April we regret that we have not been able to invite you to interview.