



FLATPACK  
FESTIVAL

Unit 118, Scott House  
The Custard Factory  
Gibb Street  
Birmingham B9 4AA

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www.flatpackfestival.org  
info@7inch.org

## **Future Jobs Fund Opportunity**

### **Festival Assistant**

**F/T November 2010- April 2011 (immediate start required)**

**£5.80 p/hour (£11,310.00 pro rata)**

"Britain's most exciting and innovative film festival" – Lonely Planet

Flatpack Festival takes over venues all over Birmingham every March, with an eclectic lineup of screenings, events and installations celebrating the more colourful fringes of film. There is a strong emphasis on creating a sense of occasion by using a range of spaces and a mixture of cinema and live elements, and we aim to make connections between exciting new work and the pioneers of the past.

The festival was established in 2006, and in 2008 was selected by the UK Film Council as one of seven nationally significant film events.

Dates for the fourth festival are 24-27th March 2011.

We are delighted to offer this exciting **Future Jobs Fund Opportunity for anyone aged 18-25 who has been registered unemployed for a minimum of 6 months** and is looking to forge a career in the arts.

As Festival Assistant, you will work closely with the festival directors to plan, market and execute 4 days of screenings and events in March 2011. Based 5 days a week at the Custard Factory office in Birmingham, you will be at the very heart of a small core team.

### **Key areas of responsibility include:**

#### *Festival Events*

Event planning and co-ordination

Artist and venue liaison

Visitor experience

#### *Marketing and Promotion*

Liaising with regional press and marketing partners

Co-ordinating print distribution

Web promotion and social media

#### *Administration*

Office systems

Providing administrative assistance to festival directors and coordinator.



### **Essential Skills**

The successful candidate must;

Have a passion for the festival, its programme and ethos.

Be self-motivated with excellent organisational skills and able to work under pressure.

Have excellent interpersonal skills and confidence in dealing with the public, volunteers, press and artists alike.

Be a great communicator- spoken and written.

Have experience of office administration and software including Word and Excel

Be web-literate and media-savvy

Have a creative and flexible approach to the role

### **Desirable**

Experience of festivals or event co-ordination

A background in the arts and/or a relevant arts degree

Clean driving license and own transport

How do I apply?

Please provide a covering letter outlining your suitability for the job as well as a CV no later than **Friday 29th October**. Candidates may be contacted for an interview within a week.

**NB Please note that this opportunity is only open to applicants aged 18-25 who have been unemployed for a minimum of 6 months. For more information please don't hesitate to get in touch.**

Please apply in writing or via email to:

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Flatpack Festival  
Unit 118 Scott House  
The Custard Factory  
Gibb Street  
Birmingham  
B9 4AA

Email: [pip@7inch.org.uk](mailto:pip@7inch.org.uk)

Tel: 0121 771 1509

For more information see:

<http://www.flatpackfestival.org.uk>

<http://www.7inch.org.uk>