

# Flatpack Festival

Unit 118, Scott House, The Custard Factory,  
Gibb Street, Birmingham B9 4AA  
Tel: 0121 771 1509

## **Flatpack Festival 2010**

### **Festival Co-ordinator**

Approx. 4 days p/week October 2009- April 2010

£10,000 for 6 months (freelance contract)

“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 events. Dates for the fourth festival are **23-28 March 2010**.

## **Job Description**

### *Summary of role*

The Festival Co-ordinator will work closely with the Festival and Programme Directors to plan, market and execute six days of screenings and events in March 2010. This role comes under the direction of the Festival Director and Board with responsibility for the Volunteer Coordinator and festival assistants and will be based at the company’s office in Birmingham.

### *Key areas of responsibility:*

#### Festival Events

- To plan and implement Flatpack events and screenings, with particular regard to venues, logistics and technicals
- To oversee the execution of the marketing plan and print distribution
- To liaise directly with artists, guests and partners
- To oversee smooth running of events and screenings during the festival

#### Systems

- To implement ticketing systems and oversee box office procedures
- To manage office systems and contribute to the day to day running of the festival office
- To implement effective systems for evaluation including audience data, feedback and event audits

- To work with Festival Director to draw up and oversee volunteers scheme with Volunteer Co-ordinator

#### Finance

- To manage budgets and provide financial reports where necessary
- To administer petty cash and staff/artist expenses
- To undertake some fundraising and sponsorship

#### Public Responsibility

- To carry out risk assessments and Health and Safety audits
- To liaise with public safety bodies
- To work closely with venues and partners to consider issues of access and ensure optimum access for all audience members to festival events

### **Person Specifications**

#### *Essential*

The successful candidate must;

- Have demonstrable experience of project management /event co-ordination and managing staff
- Have experience of working on arts events or festivals
- Have experience of managing budgets
- Be computer and web-literate
- Have excellent communication skills- both spoken and written
- Have imagination and the ability to work creatively
- Be resourceful, level-headed and able to work under considerable pressure
- Be passionate about creating exciting events which reach out to a range of audiences

#### *Desirable*

- Experience in marketing, PR and sponsorship
- HTML-literate

To apply, please provide a CV and covering letter detailing your relevant experience and interest in the post to Pip Mcknight, Festival Director at [pip@7inch.org.uk](mailto:pip@7inch.org.uk) or to: Flatpack Festival, Unit 118 The Custard Factory, Gibb St, Birmingham B9 4AA. The deadline for applications is **5pm Monday 28<sup>th</sup> September**.

Please be aware that interviews will be held on **Monday October 5<sup>th</sup>**.

For more information, contact Pip at the address above or on 0121 771 1509.