

## Lichfield Arts Fuse Director – Role Summary

### Overview

Lichfield Arts organises, promotes and runs a wide variety of arts and community events in and around the city. These include folk, blues, roots, jazz and rock concerts, beer festivals, the L2F folk festival, the Blues & Jazz Festival and our flagship event: Fuse. Fuse is Lichfield's annual free community music and arts festival. It is attended by up to 18,000 people and includes live music, dance, DJ sets, visual art and other attractions. Great emphasis is placed on diversity and community involvement. In 2019 Fuse is expected to take place from Friday 12 to Sunday 14 July.

We now seek to recruit an experienced and enthusiastic Fuse Director to deliver Fuse in 2019 and beyond, noting we are happy to consider joint applications where the work would be shared by two individuals.

### Key Responsibilities

You will have overall responsibility for planning, preparing, delivering and evaluating Fuse in line with terms of reference provided by Lichfield Arts' board of trustees. This is an exciting role that includes generating plans including for funding, securing funding, booking performers, complying with relevant legislation, marketing and publicity, liaising with our community outreach programme, our community partners and local organisations, being in charge whilst the festival is running, gathering feedback and undertaking post-event evaluation. The work will be shared throughout with a core team of individuals including volunteers. Good quality plans, documentation, contacts etc. that formed part of Fuse 2018 will be made available for you to work from.

### Hours and Remuneration

The successful candidate is expected to start work as soon as possible, with the work on Fuse 2019 concluding in August 2019 once the post-event evaluation is complete. The effort required will fluctuate throughout this period. It will build to a peak just before and during the festival itself, and is expected to amount to approximately 20-25 hours a week on average.

The fee for this self-employed position is up to £6,000 per annum depending on the extent to which work is shared with other team members: this is expected to be clarified shortly. There is also the potential for a performance bonus of up to £1,000. The fee reflects the fact that, as a charity that is run mainly by unpaid volunteers, the organisation expects voluntary hours to be expended alongside paid hours. The post holder will be responsible for any personal tax payable. The contract will be reviewed annually in August.

### Experience Required

- Successfully organising outdoor and community multi-disciplinary (ideally arts and music related) events.
- Knowledge of the local Lichfield community, including partners, schools, media contacts, key influencers.
- Implementing event management procedures, including event management and contingency plans.
- Relevant Health and Safety and Licensing legislation.
- Working with and supporting volunteers, community groups and other stakeholders.
- Attracting funds through fundraising and sponsorship.
- Marketing and promoting events in a variety of media appropriate to the event.
- IT to a level necessary to deliver the event and manage the administration successfully.
- Successfully managing their own time and delivering to deadlines.
- Successfully managing tight budgets.

### Personal Attributes Required

- Lives locally, so as to readily attend the Lichfield Arts office, meetings and other local events.
- Excellent project management and organisational skills.
- Team player, able to work effectively with trustees, staff, volunteers, suppliers/contractors, statutory bodies (including police, the local authority and the emergency services) and the media.
- Committed to the delivery and promotion of the arts in Lichfield.
- Enthusiastic, responsible, resilient, positive, diplomatic and a sense of humour.
- Happy to undertake the day to day work as well as oversee and manage delivery.

## Guidance Notes for Candidates

- The vacancy is based on a **Job Description**, which lists the key responsibilities of the role and a **Person Specification**, which outlines the essential and desirable skills, knowledge and experience required.
- Candidates are selected for interview based on the information they provide in the application, so it is important to ensure that the information supplied is clear, precise and aimed at the vacancy applied for.
- Completed applications should be sent electronically, along with a covering letter that explains why you are interested in the role and why you are suitable, to [vacancies@lichfieldarts.org.uk](mailto:vacancies@lichfieldarts.org.uk) noting that the closing date is 14<sup>th</sup> September 2018.
- Should you require an email acknowledgement, please state as such in your emailed application. If you do not hear from us within 28 days of the closing date you should assume that your application has been unsuccessful on this occasion.
- Should you require any further details please email [vacancies@lichfieldarts.org.uk](mailto:vacancies@lichfieldarts.org.uk) or ring Lichfield Arts' office on 01543-262223.

## JOB DESCRIPTION

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**Post Title:** Fuse Director

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**Responsible to:** Chair of Lichfield Arts.

**Responsible for:** Line management of part time staff, volunteers and suppliers/contractors related to Fuse.

**Key Relationships:** Other core team members, Trustees, volunteers, customers, partners, statutory bodies and other stakeholders.

<b>Job Purpose:</b>	To be responsible for the planning, preparation, safe delivery and post-event evaluation of the Fuse Festival.
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### **Main Duties and Responsibilities**

#### ***Leadership and Management***

- To plan, prepare, deliver and evaluate the Fuse event in line with Lichfield Arts' strategic objectives and the terms of reference provided by Lichfield Arts' board of trustees.
- To work alongside other Fuse team members (a mix of staff and volunteers), delegating some work as agreed and having overall accountability for their inputs.
- To lead on the artistic direction of Fuse, and so be involved in selecting and booking performers.
- To liaise with Lichfield Arts' outreach team on outreach projects that impact Fuse.
- To undertake day to day work as well as oversee and manage Fuse activities.
- To deliver regular progress reports to Trustees throughout.

#### ***Financial***

- To ensure Fuse is delivered within the budget agreed with Trustees.

#### ***Fundraising***

- To work with team members in meeting income generation budgetary targets, including through successful grant applications, sponsorship deals, advertising sales, trader pitch sales and donations.

#### ***Legal and Compliance***

- To be responsible for the health, safety and welfare of yourself, staff and volunteers you are working with.
- To ensure that Fuse is delivered in compliance with all relevant legislation, including licensing, health and safety and insurance.
- In so doing to liaise with the Licensing Authority, Safety Advisory Group, Police, Fire and Ambulance Services and any other body in relation to safety during the event.

#### ***Marketing***

- To lead the marketing of Fuse, in so doing working with other Lichfield Arts' individuals undertaking marketing and PR activities.

### Communications

- To communicate regularly with other members of the core team, volunteers, Trustees, suppliers/contractors and all other stakeholders and partners.
- To communicate with other Fuse team members on any issue that affects their role, so maintaining the team ethos and encouraging feedback and involvement.
- To provide regular progress updates Lichfield Arts' Trustees, including via attendance at monthly trustee meetings occasionally.

### Indicative Timeline and Effort

The following table presents an indicative timeline for the main stages of work:

October to February	March to July	August
<ul style="list-style-type: none"><li>• Initial feasibility, planning and detailed budgeting</li><li>• Provisional bookings and partner engagement</li><li>• Initial marketing and PR activities</li><li>• Priority income generation activities and especially the main grant applications</li><li>• Contingency plan generation in case of unsuccessful funding bids</li></ul>	<ul style="list-style-type: none"><li>• Final planning</li><li>• Completion of income generation activities</li><li>• Completion of bookings and partner engagement</li><li>• Completion of marketing activities</li><li>• Festival delivery</li></ul>	<ul style="list-style-type: none"><li>• Post-event evaluation and reporting</li></ul>

The effort required will fluctuate throughout this period. It will build to a peak just before and during the festival itself, and is expected to amount to approximately 20-25 hours a week on average. The associated fee reflects the fact that, as a charity that is run mainly by unpaid volunteers, the organisation expects voluntary hours to be expended alongside paid hours.

### Special Conditions

- The duties may involve accessing information of a confidential nature that may be covered by the General Data Protection Regulation, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained throughout.
- The post holder must comply with Lichfield Arts' Equal Opportunities and Health and Safety Policies.
- In circumstances where there is likely to be interaction or responsibility for children or vulnerable adults, the post holder must commit to safeguarding and promoting the welfare of children and vulnerable adults.
- Lichfield Arts reserves the right to vary the duties and responsibilities of this role. As such it must be appreciated that the above duties may be altered if the requirements of the role change.

**AGREED BY POSTHOLDER:**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

**AGREED BY LINE MANAGER:**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

## Fuse Director Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD *</b>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to A level standard or above</li> </ul>	<ul style="list-style-type: none"> <li>• Event management qualification</li> <li>• Arts management qualification</li> <li>• IOSH Health and Safety Cert (or equivalent)</li> </ul>	AF, QC
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Experience of planning and successfully delivering major events</li> <li>• Experience of building and working with teams of staff and volunteers to support the delivery of events</li> <li>• Experience of fundraising through grants, sponsorship etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a voluntary organisation with a management board</li> <li>• Experience of working within an arts organisation</li> </ul>	AF, I
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Experience of communicating with partners, suppliers/contractors and other stakeholders</li> <li>• Diplomacy</li> </ul>		AF, I
<b>Specific skills</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Experience of working with local communities, schools and local authorities</li> <li>• Experience of working with relevant IT packages</li> </ul>		AF, I
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Lives locally</li> <li>• Self-motivated</li> <li>• Good organiser</li> <li>• Good communicator</li> <li>• Sense of humour</li> <li>• Enthusiasm and understanding of the arts</li> <li>• Tenacious</li> <li>• Problem solver and lateral thinker</li> <li>• Excellent at networking</li> </ul>		I

\* I = INTERVIEW

QC = QUALIFICATION CERTIFICATE

AF = APPLICATION FORM

To apply please email a current CV and a covering letter to:

[vacancies@lichfieldarts.org.uk](mailto:vacancies@lichfieldarts.org.uk)

The closing date for receipt of completed applications is 14<sup>th</sup> September 2018