

PERSON SPECIFICATION

Post:	Festival Manager
Job Family/ Grade/Level:	Social Renewal 6 Grade 7

GLASGOW LIFE IS A COMPETENCY FRAMEWORK EMPLOYER

Summary of Role	<p>Main responsibilities of job:</p> <ul style="list-style-type: none"> To work collaboratively with the Festival Director to achieve the overall organisational aims of Glasgow International, Scotland's biennial festival of contemporary art. To work collaboratively with the Festival Director in developing the strategic direction of Glasgow International, ensuring communication within the Festival team of clear aims and objectives across key areas. Plan for the implementation and monitoring of goals and KPIs. To ensure the effective management and delivery of the biennial festival to agreed budget and timetable. To line manage the Festival Officer and non-curatorial contractors, providing support and supervision as required. To play a leading role in conceiving and organising professional development opportunities within the festival for individuals interested in a career in arts management, curating, festival organising. To work collaboratively with the Festival Director to develop budget scenarios and set budgets for each edition of the Festival including income and expenditure targets. Manage the GI budget ensuring budget levels are adhered to across all areas of core, programme and marketing related expenditure. To work collaboratively with the Festival Director to develop and manage relationships with internal and external key stakeholders To work collaboratively with the Festival Director in identifying income targets and sources of funding, produce funding applications and funding reports, and developing new avenues for income generation. <p>Key accountabilities</p> <p>Programme:</p> <ul style="list-style-type: none"> Manage the Glasgow International Festival timeline including key milestones Work with Festival Director, Curator and Open Programme Convenor to secure locations for all festival projects; be the key liaison with venue owners to ensure appropriate contracts/ agreements are in place; health and safety legislation is complied with; and best practice in venue management is adhered to. <p>Management:</p> <ul style="list-style-type: none"> Manage the finances of the festival, ranging from day-to-day financial strategies to risk analysis within a set operating budget. Manage all contractual arrangements between GI and its partners and set up and monitor appropriate systems to ensure contractual adherence by all parties.
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OFFICIAL - SENSITIVE: Personal Data

- Take responsibility for the day-to-day management of Glasgow International and its staff by providing senior management as well as regular hands-on support.
- Implementing and evaluating operational systems (including IT) to improve the overall effectiveness of the festival.
- Ensure that GI complies with legislation and best practice relating to employment, human resources, working with vulnerable groups and all GL policies. Support line managers within GI to provide appropriate oversight, mentoring and performance management to employees.
- Oversee recruitment and training of GI support roles as required.
- Liaise with other key departments within Glasgow Life (e.g. marketing, learning, legal and insurance) as required by the programme.

Strategic:

- Work collaboratively with the Festival Director in the development of the festival's fundraising strategy, generating materials required to facilitate giving, in consultation with Glasgow Life Development team.
- Draft funding applications to trusts and foundations, public bodies other funding sources.
- Work collaboratively with the Festival Director to organise and attending special patrons events to nurture and grow Glasgow International's individual supporters.
- Be an effective ambassador and advocate for Glasgow International, establishing and strengthening personal relationships with a range of stakeholders and representing Glasgow International at exhibitions, fundraising events and others, accompanying or deputising the Festival Director at events as necessary.
- Support the Festival Director in the development of the communications strategy in collaboration with Glasgow Arts Marketing and Comms team and freelance roles.
- Contribute to development of longer-term financial models that ensure the sustainability and maximise the revenue of GI
- Produce plans, projects, networks and relationships for the development of the arts in the city

Governance:

- Organise, administrate and attend Advisory Board and Funders Group meetings, ensuring that a minimum of three meetings take place per annum for each group.
- Ensure the effective servicing of the Funders Group, the Advisory Board and any sub-committees, particularly through the provision of clear and accurate financial, personnel and other information to ensure their informed policy and decision-making.
- Work collaboratively with the Festival Director and Advisory Groups to maintain, regularly revisit and revise a Strategic/ Business Plan for Glasgow International based on ongoing consultation with stakeholders and relevant expert consultants on the festival's role and structure. Ensure the Strategic/ Business Plan is updated annually in time for submission to Creative Scotland and other funders;

and that staff 'away days' are held at appropriate times to ensure effective voice for all core employees in this process.

Other:

- Keep up-to-date with developments in the arts and education sectors, and stay informed about best practice in organisational development and skills development
- Keep up-to-date with approaches to communication and marketing of arts festivals, ensuring that GI has an appropriate and innovative approach to its communication strategy and public relations.
- Seek opportunities to take part in art fairs or other potential outlets for promotion and sales
- Contribute to Glasgow International's understanding of equality, diversity, and environmental sustainability ensuring that relevant policies, action plans and procedures are regularly evaluated, improved and adhered to.
- Ensure appropriate forums and training are in place for employees to regularly address how Glasgow International understands and executes best practice in anti-racism and climate justice.
- Ensure all staff operate in accordance with the organisation's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures.
- Build the skills and capacity of those involved in delivering arts activities and programmes.
- In dialogue with the Festival Director, manage the evaluation of festival following each edition
- Undertake additional tasks as may reasonably be required.

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CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Degree in arts and significant contemporary art event organisation experience/training /qualifications at a strategic level.	Appropriate courses to update skills Masters degree in relevant area	X Application Form X Certificates
Skills, Knowledge & Competencies	<p>At least 5 years senior managerial experience within the contemporary arts or closely related sector</p> <p>Good knowledge of the art sector in Glasgow and Scotland, as well as awareness of international art sector relevant to Glasgow International</p> <p>Excellent communication and organisational skills with proven track record of planning and delivering complex arts projects and events in collaboration with others</p> <p>A proven track record in successfully raising funds from trusts, foundations, government agencies and individual donors</p> <p>The ability to use initiative, think strategically and to generate and implement policies and action plans to deliver results at organisational levels</p> <p>Highly motivated and able to motivate and support others</p> <p>Ability to work in a demanding, changing environment whilst maintaining the ability to make clear decisions in line with objectives set</p>		X Application Form X References X Interview
Other	<p>Computer literate, particularly in Windows based applications, and a working knowledge of event management systems</p> <p>A positive, proactive, and flexible approach</p> <p>Experience of line management</p> <p>Knowledgeable about Glasgow Life and Glasgow International and their missions</p> <p>Demonstrates enthusiasm for working with Glasgow Life and Glasgow International</p>		X Application Form X Interview