



Festival Event Coordinator

About Cambridge Literary Festival

Cambridge Literary Festival occupies a place at the cultural heart of the city. In 2023 the festival embarked on a 3-year strategy that will slim down the Winter Festival to become a winter weekend and enhance the Spring Festival. This will enable the team to focus on delivering a highly curated, creative festival in a measured and strategic way to maximise revenue, widen audience reach and deepen schools & community engagement.

Job Description

Job Title:	Event Coordinator
Location:	Central Cambridge with remote working
Reports To:	CLF Directors
Key Relationships:	Fundraising & Partnerships Manager, Assistant Programmer, External production team, Volunteers, Audience, Venue staff.

The Role

Following the departure of our current Event Coordinator we are seeking a new team member responsible for the delivery of festival events including:

- Event production and management including monitoring budgets
- Overseeing volunteer and temporary staff schedules
- Supporting our outreach work and Children's Programme

Key responsibilities

Festival event delivery

- Manage on-site logistics including booking venues, AV/tech, signage, audience queuing, book signing, green room facilities.
- Carry out festival risk assessment, including liaising with venues re; fire wardens and first aiders.
- Ensure festival sponsors event materials are on-site and displayed as per agreements
- Manage relationships with hotels in Cambridge who provide accommodation for speakers.
- Arrange accommodation for speakers and manage other event related speaker requirements.
- Liaise with caterers regarding festival staff and green room catering.
- Manage volunteers and contract staff (Head Stewards/Venue Managers)- assigning shifts, scheduling training.
- Generate and circulate author agreements to all speakers
- Generate and circulate event confirmation forms (ECFS) record all author/event specifics
- Manage and update production schedule
- Organise any printing of promotional material to be distributed around Cambridge.



- Organise the distribution of promotional material around Cambridge and surrounding areas – Libraries, Schools, Bookshops, festival partners, local outlets.
- Capture and update costs in rolling festival budget.

Other regular & occasional tasks

- Support the Digital team
 - Social media activity and analytics (Twitter, Instagram, Facebook).
 - Mailchimp; creating marketing campaigns with e-bulletins to mailing list.
 - Website updates and backend reporting.

What we need from you

- Proven excellent organisational skills.
- Great command of Microsoft Office applications, particularly Word, Excel and Outlook.
- Someone who is happy working independently and can work on own initiative.
- Able to commute to a central Cambridge location.
- Excellent communication skills, both written and spoken.
- Confident and able to establish robust partnerships and working relationships.
- Basic knowledge of websites and Wordpress would be desirable but can be taught.
- Experience of marketing tools such as Mailchimp would be an advantage.
- A love of books.

What we can offer

- A part-time position requiring a minimum of 3 or 4 days per week, (additional hours will be required, particularly immediately before and during the Festivals).
- Flexible working.
- A company laptop.
- Opportunity to meet literary greats from across the world.
- Access to many new books!

Terms

Salary is £28,000 per annum (pro rata). Holiday entitlement is 30 days (pro rata) not including bank holidays, with an additional day to be taken on or around your birthday. Any additional days worked during festival periods can be taken as time off in lieu (TOIL) outside of holiday entitlement.

Full t&c available upon request.