

Festival Support Officer

Birr Festivals Collective is now inviting applications for a Festivals Support Officer to work with three of its Festivals: [Birr Festival of Music](#), [Birr Vintage Week & Arts Festival](#) and [Offline Film Festival](#).

- **Post:** Festivals Support Officer
- **Start Date:** late-April 2023
- **End Date:** November 2023
- **Fee:** €15,000 (8 months/approx 80 days) (*€48k pro rata*)
- Possibility of additional paid work for individual festivals for specific tasks
- **Hours approx:** 2 days per week with additional days for the week prior to and during a festival including evening and weekend work
- Primarily Birr, Co Offaly based with a blend of remote and in-person engagement
- Contract for Services

Background

Birr Festivals Collective arose from the report, [Seeing The Beyond | Birr Festivals Planning for a Shared Future](#), commissioned by Birr 20:20 Vision Company, (with support from Offaly Local Development Company), that produced a set of recommendations to support sustainable festival development in Birr into the future. One of the key opportunities identified was for all the Birr's festivals to work collaboratively to address strategic goals in artistic development, audience engagement and strengthening Birr's position as an attractive and accessible cultural destination.

Birr Vintage Week & Arts Festival is one of the oldest community festivals in the country. It is a week-long event that celebrates the community, the heritage tradition, the arts and the hospitality of the town. **Offline Film Festival** is a 5-day Festival in October that promotes the exhibition of new films by Irish filmmakers and the festival aims to present new Irish work in a diversified international context that includes work by overseas filmmakers. **Birr Festival of Music** is a four-day festival that takes place over the May Bank Holiday weekend, presenting recitals and concerts of classical music performed by renowned Irish and international artists. The other two Collective Festivals are **Hullabaloo!** celebrating the creative and imaginative intelligence of children and young people and **Scripts**, Ireland's Playwriting Festival was established in 2013 by Birr Theatre & Arts Centre and Jasango Theatre as a national event that creates opportunities for playwrights to have their work critically appraised and performed.

Job Description

- Audience Development
- Building relationships with patrons and sponsors
- Volunteer management

We wish to engage somebody with strong project management and administration skills, for approx 2 days a week, to work with the Heads of each festival and alongside our Marketing Manager to deliver tasks. Each of the three festivals has a different emphasis in their needs of support and the successful candidate will work with the Head of each festival to establish a work plan within the allocated timeframe.

Duties and Responsibilities

Audience Development

- Work with the Birr Festivals Collective Marketing Manager and individual Festival Managers and teams to develop relationships with established and emerging community groups and other key local, regional and national stakeholders and reach beyond the general public to engage target groups (in particular those experiencing disadvantage and who may be marginalised)
- Festival programme distribution
- Admin support for grant applications, reports and drawdowns
- Evaluations - audience surveys

Building relationships with patrons and sponsors

- Build relationships with and communicate with sponsors and coordinate gathering of sponsorship money
- Maintain an up-to-date record of pledges and money in
- Liaise with festival Directors, Treasurers and Chair
- Ensure acknowledgements for all sponsors and funders are in any printed materials and online
- Administration support (letter writing etc)

Volunteer Manager

- Build a Birr/Birr Hinterland Festival Volunteer database
- Working with BFC Marketing Manager to develop a Volunteer recruitment campaign
- Ensure sufficient number of volunteers are available for all events
- Volunteer induction and orientation
- Work closely with volunteers, maintaining clear communication and coordination
- Attending some committee meetings may be required in order to build better connections

Skills & Knowledge

- Strong interpersonal skills with excellent oral and written communication – **essential**
- Strong Project Management Skills - **essential**
- Third Level qualification in Event Management / Project Management or related subject an advantage
- Ability to complete a task accurately, on time and as requested
- Ability to prioritise and complete work under pressure
- Ability to work as a team and motivate volunteers
- Ability to communicate appropriately with sponsors and funders
- Excellent digital skills and record keeping; proficient in MS Word, mail merge, database management, MS Excel

Desired

- Knowledge of Birr, Offaly and surrounding region including local businesses
- Good working knowledge of the arts sector including the local and national landscape in relation to artists, arts organisations and local authorities

Attitude

- Ability to get on well with a wide variety of people
- A commitment to the organisation's aims and willingness to embrace the ethos of each festival
- An enthusiastic approach to work and willingness to work flexibly – especially in the lead up to and during the festival period

Key Dates

Start Contract	Mid-Late April 2023
Birr Vintage Week & Arts Festival	4th- 12th August 2023
OFFline Film Festival	11th - 15th October 2023
Birr Festival of Music 2024	May Bank Holiday weekend 2024

Recruitment Policy

Individuals applying for a position with Birr Festivals Collective will, at all times, be selected for engagement on the basis of being the most suitable candidate. Job applicants will not be treated less favourably on the grounds of sex (gender), marital status, disability, sexual orientation, race, colour, ethnic or national origin, age, membership of the Traveller community, political or religious beliefs, marital status, family status or responsibility for dependants, or put at a disadvantage by unjustifiable conditions or requirements.

Applications

Please submit, by email only, the following:

- Cover Letter
- CV
- Referees - at least two

to: birrfestivalscollective@gmail.com

CLOSING DATE FOR APPLICATIONS:
WEDNESDAY 29 MARCH 3PM



This role is funded by the Arts Council Capacity Support Scheme 2022-2023



*Birr Festivals Collective: Caroline Conway (Birr Vintage Week & Arts Festival);
Maureen de Forge & Tommy Lyndon (Birr Festival of Music & Voice); Gary Hoctor (OFFline Film Festival);
Emma Nee Haslam, Gildas Le Pallec, Hazel Greene (Hullabaloo!/Scripts/Birr Theatre);
Michelle de Forge (Dunamais Arts Centre/OFFline); Sean Loughnane (Birr 20:20 Vision CLG)*