

Job Profile and Person Specification Year of Young People Festival Coordinator

Key Outputs and Accountabilities

- To work alongside the Education and Outreach and Arts Programming Teams to lead on the conception, planning, creative development and delivery of An Lanntair's Year of Young People Festival in October 2018: 'Las / Ignite'.
- To work alongside the Education and Outreach and Arts Programming Teams to project manage the 'Las / Ignite' festival, including leading on all elements of the project, from budget planning and management, to programming, to implementation and evaluation.
- To be the key liaison point between An Lanntair's new Youth Board and the programming team, supporting the meetings and supporting young people engaging with the board to contribute to the Las / Ignite Festival and other elements of An Lanntair's work.
- To Establish and implement the detailed Project Plan for the festival.
- To set up Project Delivery Groups of young people to organize the festival and support all volunteers.
- Work to the project schedule and ensure that key milestones are met.
- To act as the key liaison point for artists participating in the festival.
- To support the Arts Programming Teams with the promotion and marketing of the festival.
- To liaise with technicians, administration and any other relevant area to ensure the smooth running of the festival.
- To provide administrative and practical support for the festival.
- To develop relationships and partnerships with a wide range of arts organisations, community groups and artists to successfully deliver the festival.
- To ensure the highest standard of customer care.
- To ensure that all participants in the project feel engaged, valued and supported.
- To ensure that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public and ensure all aspects of the project meet An Lanntair Health and Safety Policy.
- To undertake other duties as required.

Person Specification

Essential

Some experience of delivering arts and creative projects.

Excellent communication skills.

Experience as a practitioner in an art-based discipline.

Good organisational, planning and time-management skills.

Understanding of equality, inclusion and access issues.

Desirable

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Ability to use digital photography and design software to document the project and to produce resources.

Reports to: Head of Education and Outreach

Direct Reports: None