
Festival Manager - Maternity Cover

REPORTS TO: Board of Trustees / Daryn Carter

CONTEXT:

Bristol Pride is an annual LGBT+ (Lesbian, Gay, Bisexual and Trans) festival which takes place across 2 weeks in July and celebrates the LGBT+ community through cultural and artistic events, culminating in a protest march (20,000 attendees estimated in 2024) through Bristol City Centre and a free outdoor community focused 20,000 capacity music and arts festival.

DUTIES & RESPONSIBILITIES

Organisational management

- Manage the day to day running of the organisation ensuring timelines and deadlines are kept
- Plan for and manage the festival logistics including managing a dedicated events management company and other third party suppliers along with the internal logistics for adhoc events
- Supporting with complaints / sponsor issues / meeting local campaign groups etc
- Attending networking or festival events to act as an ambassador to the festival
- Support with data management – ensuring that audience data, volunteer lists, mailing lists and other contact information is kept up to date, protected, backed up and GDPR compliant.
- Supporting with commercial deals such as Bars, Sponsorship & Traders

Financial Management

- Management of a £700,000 plus arts and events budget
- Create and monitor the festival & event budgets to ensure that spending is controlled across all areas of the charity.
- Source new income revenues including festival sponsorship, fundraising events and other initiatives including trusts, foundations and local grant schemes
- Deliver financial reports to the board of trustees including any projections on income from sponsors, on-site festival activities or ticketing

HR

- Supporting and responding to any HR issues that arise
- Line management of the Festival coordinator
- Recruitment of any additional freelance staff

Marketing

- Supporting with festival guide copywriting and proofreading
- Feeding into design meetings and marketing strategy

Programming

- Line management of Circus Tent programme team
- Line management of Circus Night programmer
- Line management of Youth Area
- Programming the Family area

Event Management

- Chairing the weekly team meetings - ensuring planning is going to schedule and the team are on top of tasks
- Writing and delivering a comprehensive Event Management Plan and core operational documents.
- Managing the application process for the premises licence.
- Managing the festival's relationship with responsible authorities, including SAG members and senior councillors.
- Imputing into the Site design and build, in the planning phase and onsite.
- Management of operational contractors (medical, security, traffic management, etc) engagement; negotiating contracts, managing PO process & managing on-site delivery.
- Management of event freelancers, Volunteer Manager, Accessibility Coordinator, Trader Manager, Accreditation Manager, and Parade Manager.
- Onsite event management. Managing ingress, egress, onsite crowd management and event control.
- Ensuring that all insurance, legal and health and safety obligations are followed including maintaining the festival insurance and sourcing any insurance needed for third party contractors
- Manage ticket sales for all events including allocation and liaising with the appointed ticketing provider
- Managing decor contractors and install
- Overseeing pride storage unit and move to site and inventorying and packing up
- Managing / supporting on fortnight events where required

Community Fund

- Overseeing the application process for Bristol Pride community fund

- Being part of the decision making panel for the community fund
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About you

We are looking for an experienced, dynamic, motivated and passionately inclusive Festival Manager to join our small team as maternity cover to play a central role in planning and delivering our two week Pride festival.

Essential Skills & Experience

- Support for the LGBT+ Community
- Demonstrable significant festival manager / operations experience
- Excellent IT literacy including Excel, Word, Google Drive and Xero.
- Highly organised
- Excellent time management skills, ability to prioritise and to multi-task
- Excellent communication skills
- Experience of managing project budgets on target
- Experience of line management and training
- Excellent attention to detail

Desirable skills & Experience

- Experience of working with Eventree event management software
- Driving Licence
- First Aid Certificate

Personal Attributes

- Great team player
- Flexible and adaptable
- Willingness to work on site for periods of time
- Calm under pressure
- Creative and innovative
- Independent thinker
- Proactive problem solver
- Passion for festivals and the arts
- Interest in LGBT+ issues

What We Value:

- Equality & Inclusion
- We believe everyone should be able to express their identity freely
- We want to reflect all intersectionalities of our community

Inclusivity is at the heart of why we exist and what we do. Pride is about diversity & inclusion regardless of wealth, gender, background, religion, disability, ethnicity. For the last 15 years

we have been working to combat social isolation, hate, discrimination, inequality, prejudice, while showcasing and promoting community cohesion.

Why join us

- Flexible working policy with city centre office space available
 - Small friendly team
 - Opportunity for growth and development
 - Making a difference for the LGBT+ Community
 - Opportunity to attend a wide diverse range of events
 - Competitive salary
 - Pension
 - Training budget
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Terms

- £35,000 - £45,000 FTE depending on experience
- 9 Month fixed term PAYE contract, 4 days per week (minimum of 2 days required in office) (this could be a freelance contract if preferred)
- Flexible working policy - with some weekend and evening work required around the festival - any overtime can be taken as time off in lieu (TOIL).
- Handover week in December
- Starting week of 6th January
- Festival dates 27 June - 13th July - full time expectations within this period with evening and weekend work required.
- Office located on Portland Square, St Pauls, Bristol.
- You must provide your own computer to work from.

If you have any questions about the role, or need the application form in an alternative format please contact info@bristolpride.co.uk