



SpareParts Festival – Programme Manager

Are you passionate about helping to transform the cultural landscape in the North of England? SpareParts is a unique transport inspired festival created in Fleetwood. It has developed out of an innovative partnership between Fleetwood Festival of Transport, LeftCoast and Wyre Council.

After a successful strategic touring pilot in 2017, the project was further developed with Arts Council England, Crewe Town Council, Sandbach Transport Festival and Cheshire East Council to create *SpareParts: Accelerate*; a three-year touring programme reaching three festivals in 2018 and five transport festivals in the North West by 2020.

Brief for SpareParts Programme Manager

The SpareParts Programme Manager will have a pivotal role in the growth and development of SpareParts Festival. The role requires energy, initiative and strong organisation skills. It is a great opportunity for an individual to network themselves comprehensively into the Outdoor Arts circuit in the UK and build experience.

The Programme Manager will have three priorities for development in 2018:

- To manage the delivery of three SpareParts festivals in 2018 with support from the SpareParts Artistic Director.
- To achieve income targets and strengthen partnership working and stakeholder development for 2018-20.
- To build greater sustainability into future events including helping to develop a partnership of other transport festivals.

The successful candidate will report directly to the Chair of the Advisory Board and will be responsible for managing the Marketing Manager and liaising with the Artistic Director.

Key responsibilities for this role include:

1. Managing the delivery of three SpareParts festivals in 2018 with support from a part-time Artistic Director, in partnership with the voluntary Advisory Board.

- To work closely with SpareParts part-time Artistic Director and Advisory Board to deliver *SpareParts: Accelerate*. With aims and objectives set out in our strategic touring plan.
- To manage human and financial resources for SpareParts Festival.

- To co-ordinate the production for SpareParts Festival and manage the delivery of the festival with support from a Production Manager (ProdM) and the Artistic Director (AD).
- To oversee all technical and production riders with support from the Production Manager.
- To contract artists for the SpareParts Festival (supported by LeftCoast).
- To check necessary insurances are in place for contracted artists and to secure risk assessments and method statements (supported by LeftCoast).
- To co-ordinate quarterly meetings between stakeholders and partners where updated accounts and project progress is presented, supported by the AD.
- To work in partnership with SpareParts Marketing Officer and marketing leads in all locations to ensure correct information for the event is publicised with sufficient lead in-time.
- To organise accommodation, travel and catering logistics for artists and festival personnel.
- To liaise with all festival organisers and via local Councils to ensure the safe delivery of the event, ensuring all necessary licenses and road closures are in place for the programmed activity.
- To liaise with emergency services including Police, Fire, Ambulance etc.
- To create an Event Plan with the ProdM, including risk assessments and sufficient crowd management measures for the activities and put measures in place to mitigate risk.
- To organise stewarding and security provision ensuring effective management of crowd control and set systems up to monitor attendance.
- To supply and manage First Aid cover.
- To work with Production Manager to Identify any site facilities needed and source (fencing, extra lighting, generators etc) suppliers.
- Manage the get in, delivery and get out of the event itself, supported by the AD and ProdM.
- Liaise with LeftCoast, Fleetwood Festival of Transport, Crewe and Sandbach Festivals volunteer co-ordinators to deliver a volunteer programme as part of SpareParts.
- To deliver the event on budget and on time.
- To coordinate and contribute to the evaluation processes.
- Any other duty deemed reasonable to deliver the activity.

2. To achieve income targets and strengthen partnership working and stakeholder development for 2018-20

- To work with partners in each location to support them to secure local business and stakeholder support, supported by the AD.
- To apply for support through trusts, foundations and grants, supported by the AD.
- To develop, co-ordinate and maximize potential for donations, or other income generation policy for SpareParts.

3. To build greater sustainability into future events including developing a partnership of other transport festivals and supporting the future development of the programme.

- To take the lead on ensuring that the festival continues to thrive by developing and implementing a viable sustainability plan.
- To manage stakeholder relationships particularly with the lead investor, Arts Council England, including submission of relevant reports.
- To develop SpareParts in genuine partnership with the Advisory group, voluntary committees, members and other stakeholders, where necessary attending partnership and/or planning meetings, supported by the AD.
- Planning partner training and “Go-See”s as set out in the project document.
- To help develop the capacity of volunteers to build skills to ensure the future development and sustainability of SpareParts, supported by the AD.
- To ensure SpareParts complies with appropriate safeguarding procedures and that all policies are up to date and circulated amongst the team.

The ideal candidate should have:

- Experience of managing outdoor arts events
- Experience of partnership working and stakeholder development
- Experience of successful fundraising activity particularly with ACE
- Experience of managing people and financial resources
- An extensive knowledge of up to date health and safety legislation
- Experience of working in the arts and cultural sector

This role is undertaken as a fixed term freelance contract from 19th March 2018 to 22nd March 2019. It is offered for a fixed fee of £21,600 (approximately 12 days per month). Hours may increase in the immediate run up to each festival and decrease during interim periods.

It is expected that the contractor will work from Blackpool/ Fleetwood at least one day a week and should be prepared to travel to the other festival locations for meetings and events.

It is envisaged that this contract will be renewed, with increased days, pending successful implementation of the 2018 event season.

To Apply:

Please send your expression of interest to:

Dave Carlos (Fleetwood Festival of Transport) and Adam McGuigan (Artistic Director) by Friday 23rd February 2018 at 5pm via email: sparepartsfest@gmail.com

Your letter of application should be no more than two sides of A4 explaining why you would be suitable for this role (CV's can be included as an additional document).

Applicants who we feel fit our aims and objectives will be invited to interview on Monday 5th March in Blackpool.