



Takeoff Festival Coordinator

Salary: £17,000 - £19,000 pro rata (fixed term contract)

Contracted Hours:

16 hours per week (April - August)

24 hours a week (September – December)

40 hours (29th October – 30th November)

This post may require some out of hours working.

- *Responsible to the Creative Producer*
- *Line managed by the Operations Manager*

About Theatre Hullabaloo

Theatre Hullabaloo is a pioneering theatre company creating quality work for young audiences. We believe that children and young people have an entitlement to access theatre of the highest quality and greatest artistic challenge, so we collaborate with artists working at the forefront of their artform, developing ideas with young people, to create excellent and inventive theatre.

In addition to producing and touring our own work, Theatre Hullabaloo also produces the annual Takeoff Festival which is the UK's leading sector development event for those working in the field of theatre for young audiences. In 2012, Takeoff finds a new home in County Durham in an ambitious six day festival, including a three day delegate conference in Durham City.

The Purpose of the Role

Theatre Hullabaloo is looking for a well organised, ambitious, forward thinking individual to assist *the Operations Manager* in the delivery of Takeoff Festival 2012.

Duties of the Role

The Takeoff Festival has been an important part of the landscape of theatre for young audiences and of the North East for the last 25 years. In 2012, the festival finds a new home in Durham over a period of 6 days and will reach a wider audience to include delegates, families, schools and the wider arts community.

The post holder will be required to:

Pre Festival

- *Provide administrative support to the Operations Manager*
- *Help maintain relationships with all stakeholders*
- *Organise and schedule mailings where necessary*
- *Assist with the promotion of the Festival and its outreach activities*

- *Administer all bookings for shows and other activities (Inc. confirmations, pre-show calls, invoicing etc. where necessary)*
- *Source, cost and confirm buses and schedule to bring groups to and from the events.*
- *Co-ordinate and confirm ALL details with groups in advance of and immediately before their visit including transport, pre and post performance workshop arrangements etc.*
- *Maintain the delegate email lists and distribute marketing material as instructed by the Creative Producer*
- *Liaise with venues and ensure all rooms are set up as required for workshops, performances and social events*
- *Liaise with technical teams to ensure they have full details of technical requirements from participating companies*
- *Create delegate information packs and route plans where necessary*
- *Provide the hotels with detailed lists of delegates and their individual requirements*
- *Provide catering with accurate numbers and details of any food allergies and preferences*
- *Assist theatre companies with their get in and get out as required and support their attendance at the festival.*
- *Prepare a Health and Safety brief for each venue to be used.*
- *Act as the first point of reference for all organisational matters related to the event on behalf of the Company.*
- *Support the Communications Officer with marketing and promotional activity surrounding the festival, working within agreed budgets*
- *Initiate and send evaluations/thanks to groups and input into the project de-brief.*
- *Assist with the recruitment of festival volunteers and staff, being aware of all relevant Child protection, Health & Safety and Equal Opportunity policies.*
- *Distribute and keep record of petty cash/float*
- *Assist with information collection and proof reading of all festivals publications.*
- *Liaise with Box Office re ticket sales*
- *Provide general administrative support including answering phones, dealing with post, receiving deliveries, filing and assisting with office management.*
- *Assist with issuing contracts and handling of invoices and payments, petty cash, recording income and expenditure.*
- *All other duties as reasonably requested by the senior Festival management team.*

During the Festival

- *Set up and staff a temporary Office/Information desk for the festival*
- *Allocate company parking where necessary and arrange cones for buses*
- *Brief and coordinate the activities of volunteers, as determined by the festival management team.*
- *Ensure companies and others are met and greeted and payment procedures have been agreed*
- *Help maintain relationships with all stakeholders*
- *Liaise with venues and ensure all rooms are set up as required for workshops, performances and social events*
- *Support the Communications Officer with marketing and promotional activity*
- *Distribute and keep record of petty cash/float*
- *All other duties as reasonably requested by the senior Festival management team.*

Post Festival

- *Produce Thank you notices for all involved with the Festival*
- *Develop and carry out evaluation and impact research in consultation with the Festival management team*
- *All other duties as reasonably requested by the senior Festival management team*

Please apply in writing, enclosing a CV and completed application form to:

Sarah Fanning
Theatre Hullabaloo
The Arts Centre
Vane Terrace
Darlington
County Durham
DL3 7AX

Or email sarah@theatrehullabaloo.org.uk

Closing Date for applications: Friday 24th February 2012

Interviews: Thursday 1st March 2012

Commencement of Role: Monday 2nd April 2012

Theatre Hullabaloo is a national portfolio organisation of Arts Council England.

We are an equal opportunities organisation.

Reference and background checks will be carried out in conformity with our Child Protection Policy.