

Lewisham Live! 2014

Festival Administrator Job Description

Lewisham Live is a festival that profiles and showcases the music and dance talent of children and young people in Lewisham.

Organisation description

The Festival is directed by the members of the Lewisham Live steering group comprising of:

Blackheath Halls (BH)	Lewisham Council
London Symphony Orchestra (LSO)	Trinity Laban (TL)
Goldsmiths	Lewisham Education Arts Network (LEAN)
The Albany	XLP
Horniman Museum	Lewisham Music Hub
The Conservatoire, Blackheath	Young Mayor's Team

Festival Focus

Events that:

1. Showcase a range of performance by 5 – 19 year olds (up to 25 with disabilities) and / or feature collaborative and partnership working
2. Give value and profile to the range of music and dance opportunities accessible to young people in the borough
3. Promote music and dance pathways and progression routes

Lewisham Live will comprise of a small number of performances managed by the steering group and a larger number of appropriate concerts and performances programmed for the same period and solely managed by the organisations holding them. The latter will be included in the Lewisham Live marketing literature but will not be, in any way, the responsibility of the group. For the first time, 2014 will see a Lewisham Live project that will culminate in a performance of music dance created collaboratively by young musicians and dancers and managed by Trinity Laban Conservatoire of Music and Dance. This is also the first year Lewisham Live will be running a project managed by Greenwich and Lewisham Young People's Theatre to train young comperes, who will comperere performances across the festival. Both these projects have been made possible by funding from Arts Council England through Grants for the Arts.

Dates of festival: Monday 10 March – Saturday 29 March 2014 (to date)

Date	Title	Venue
Monday 10 March, 7pm	Live Winds	Goldsmiths Great Hall
Wednesday 12 March & Thursday 13 March 2014, 7pm	Live Dance	The Broadway Theatre
Saturday 15th March 2013, Doors Open at 7pm to start 7:30pm	XLP Lewisham Arts Showcase	The Albany
Tuesday 18 March 2014, 7pm	Live at Laban – Music and Dance Collaborative Platform	Bonnie Bird Theatre, Laban

Wednesday 19 and Thursday 20 March, 7pm	Live Voices	The Broadway Theatre
Tuesday 25 March 2014, 7pm	Live Talent	Blackheath Halls (Recital Room)
Wednesday 26 March, 7pm	Live Bands (unconfirmed)	The Theatre, LeSoCo
Friday 28 March 2014, 7pm	Live at the Halls	Blackheath Halls (Great Hall)
29th March 2014, 7pm till late	Amplify	The Albany
TBC	Live Percussion	Deptford Green School

History

Lewisham has a long tradition of promoting live music and dance by children and young people. Lewisham Music Service has held many showcase events in professional concert halls and theatres in the borough over the years. In 2010 the organisations listed above collaborated for the first time to present a schools music showcase and built on this success by holding a second showcase in 2011. In 2012 the festival took place over 3 weeks – over 2,000 young people from 80 music and dance groups from over 50 schools participated in 13 events across the borough. Lewisham Schools Dance Showcase is over 10 years old; for the first time in 2012 music and dance joined forces under the Lewisham Live banner. The festival in March 2013 saw our partners increase to 9 and 16 performances took place.

Post

A temporary, part-time Festival Administrator is needed, reporting to Lewisham Education Arts Network (LEAN) and liaising with other members of the Lewisham Live Steering Group, to conduct the administration of the festival, particularly the events directly managed by the steering group, and the marketing of the festival. The post-holder will be based at LEAN's office at The Albany, Deptford.

Aims and objectives of role

To provide administrative support that contributes to the smooth and efficient delivery of the Lewisham Live festival and achieves clear lines of communication between the partners, venues and participants. The festival will also be an exemplar for partnership working.

Duties

- Provide a central point for communication
- Create and maintain administrative systems to ensure effective communication between partners, venues and participants
- Take minutes and circulate at meetings
- Send out regular communication updates on festival progress
- To work with venues and organisations to monitor the budget (if appropriate)
- Marketing:
 - Act as liaison between steering group, other partners and designers/printers
 - Work with those, as relevant, to secure design and arrange print
 - To organise distribution of marketing materials around the borough
 - Work with venues to co-ordinate any ticket management as required
 - Maintain social media to market the festival
- Monitoring and evaluation – work with the steering group to:

- Use the Lewisham Live 2013 evaluation report as an evaluation development tool
 - Implement monitoring of participants and audiences throughout the festival events
 - Maintain systems for data management and analysis
 - Use data gathered to evaluate festival
 - Performance support during the festival
 - Assisting in rehearsals (showing groups to dressing rooms, pointing out their seats etc.)
 - Assisting in get in and turn around during interval
 - Encouraging audience, performers and group leaders to complete evaluation
- Any other tasks as required
- Post-holder will report to Jane Hendrie (LEAN) and the Lewisham Live Steering Group
- Targets will be agreed with the post-holder and Lewisham Live Steering Group

Person Specification
Essential skills, knowledge & experience
<ol style="list-style-type: none"> 1) Some knowledge of the music/dance sector 2) Experience of event/festival administration or similar relevant experience 3) General administrative skills including minuting meetings, electronic and paper mailouts 4) Good level of computer literacy, particularly the use of social media and new technologies 5) Proven organisational skills, ability to work to deadlines and the ability to create administrative systems from scratch 6) Proven ability to engage with a range of people including the general public, young people and their chaperones and arts organisations / HE institutions (large and small) 7) Some experience of monitoring and evaluation and an understanding of its purpose 8) The confidence to directly collect data from participants and audiences as part of the evaluation
Desirable skills, knowledge and experience
<ol style="list-style-type: none"> 9) Some marketing experience and the ability to write and edit promotional copy 10) Some experience of liaising with venues including Front of House, Technical and other staff. 11) Some experience of analysing data and writing reports
Personal Qualities
<p>You should be flexible, confident, accurate and highly competent. In addition, you should be a very good communicator, able to communicate with a wide range of people, in person, over the phone and by email. You must be prepared to undertake routine tasks as well as more complex responsibilities.</p> <p>You must have a Disclosure and Barring Service Certificate or be prepared to undergo a check</p>

**Terms of Employment:
Salary and hours**

Fixed term contract – 25 days over 6mths (December 2013 – May 2014). Approximately one day per week term time only. At points of high activity during the 6 mths it will be necessary to group days of work i.e. days worked may be grouped together in blocks with gaps in between. This work pattern would be agreed in detail and included in a contract.

Daily rate = £80.00 (£20,800 pa pro rata)

Paid monthly PAYE

Employer: Lewisham Education Arts Network

How to apply: DEADLINE: Noon, Friday 13 December 2013

Please send a **CV and covering letter** to Jane Hendrie at lewisham.live@leanarts.org.uk

The covering letter **must** show **how you meet the criteria** in the person specification above and **follow the format below** (please be succinct):

Essential skills, knowledge & experience	How applicant meets the criteria
<ol style="list-style-type: none"> 1) Some knowledge of music/dance sector 2) Experience of event/festival administration or similar relevant experience 3) General administrative skills including minuting meetings, electronic and paper mailouts 4) Good level of computer literacy, particularly the use of social media and new technologies 5) Proven organisational skills, ability to work to deadlines and the ability to create administrative systems from scratch 6) Proven ability to engage with a range of people including the general public, young people and their chaperones and arts 	

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