**Lewisham Live! 2017**

**Festival Co-ordinator 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)

The Albany

Horniman Museum and Gardens

Lewisham Council

Trinity Laban Conservatoire of Music and Dance (TL)

Lewisham Education Arts Network (LEAN) XLP

Lewisham Music Hub

Young Mayor's Team

GLYPT

**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 collectively 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 (Lewisham Live partners). 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 saw 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. **The 2017 festival** will also feature a music and dance collaborative project, with extended support beyond this for schools working on their own cross artform pieces. We will also be creating a *Creative Collective* to transform young dancers and musicians into choreographers and composers, a young composers strand and a young producers group; all for the first time. These projects have been made possible by funding from Arts Council England through Grants for the Arts. Two pre and post festival events are planned.

**Dates of Lewisham Live 2017 festival (please note that some events are unconfirmed and confidential):**

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| **Date** | **Title** | **Venue** |
| 17 February 2017 | Creative Collective - Scratch performances | Tate Exchange |
| 8 and 9 March 2017 | Live Voices | Broadway Theatre |
| 14 March 2017 | Live at the Halls | Blackheath Halls |
| Weds 15 and Thurs 16 March 2017 | Live Dance | Broadway Theatre |
| 19 March 2017 | Love2Dance (TBC) | The Albany |
| 21 March 2017 | Live at Trinity Laban and Creative Collective pop ups | Laban Theatre |
| 22 March 2017 | Live Instrumental (name TBC) Lewisham Music Hub | Goldsmiths (TBC) |
| 25 March 2017 | XLP Lewisham Arts Showcase | The Albany |
| 1 April 2017 | Young Producers Show | The Albany |
| 20 June 2017 | Lewisham Music Hub Summer Gala - Plus Lewisham live ‘revisited’? TBC | The Clore Ballroom, Royal Festival Hall |
| TBC | Lewisham Live Music and Dance CPD for teachers (TL) | TBC |
| TBC | Young Composers | The Albany (TBC) |
| TBC | Horniman Community Music Day | Horniman |

**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. In 2014 the festival received external funding for the first time that supported the creation of new collaborative work by young dancers and musicians, and allowed the festival to experiment with a compere project for young people. There were 14 performances, 1842 children and young people took part and performances were attended by 3356 people. In 2015, to strengthen the quality of the music and dance pieces accompanying the headline original co-produced music and dance piece, Grants for the Arts Funding was secured to:

* Provide more time for devising the collaborative music and dance piece
* Mentor teachers to strengthen the quality of the pieces accompanying the headline piece
* Include more young people and seek out undiscovered talent by auditions

Feedback:

* 100% of collaboration participants said they definitely or probably wanted to keep going with dance or Music (at Trinity Laban or elsewhere).
* 81.8% of collaboration participants felt that attending these Live at TL sessions had widened their interest in the art form as an audience member.
* 100% of collaboration participants have said they would definitely or probably recommend this experience to a friend.
* 100% of participants felt their input and ideas had been always or sometimes listened to and acknowledged.

Without additional funds, in 2016 we combined our resources to deliver a smaller festival. . Our programme, marketing, data collection and evaluation suffered especially without the support of a Festival Co-ordinator. Our cross art-form collaborative working was limited to one project/show but despite limited capacity, we still worked together to deliver 8 performances involving 1409 children and young people and to an audience of 3227.

**Post**

A temporary, part-time Festival Co-ordinator 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 and marketing support, and festival co-ordination, 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.

**Role priorities**

Evaluation from previous festivals indentified the need for an *even* stronger cohesive festival identity, marketing and PR.

**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
* 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
* Organise the distribution of marketing materials around the borough
* Work with venues to co-ordinate any ticket management as required
* Manage, maintain and grow social media platforms to market the festival and maintain a blog
* Maintain and develop Lewisham Live relationships with our honoured guests
* Take responsibility for press and PR, including writing press releases
* 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
* Provide performance support during the festival (not all shows)
  + Assisting in rehearsals (showing groups to dressing rooms, pointing out their seats etc.)
  + Assist in get in and turn around during interval
  + Encourage 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

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| **Person Specification** |
| **Essential skills, knowledge & experience** |
| 1. Some knowledge of the music/dance sector 2. Experience of event/festival administration or similar relevant experience 3. Marketing experience and the ability to write and edit promotional copy 4. General administrative skills including minuting meetings, electronic and paper mailouts 5. Good level of computer literacy, particularly the use of social media and new technologies 6. Proven organisational skills, ability to work to deadlines and the ability to create administrative systems from scratch 7. 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) 8. Experience of monitoring and evaluation and an understanding of its purpose 9. The confidence to directly collect data from participants and audiences as part of the evaluation |
| **Desirable skills, knowledge and experience** |
| 1. Some experience of liaising with venues including Front of House, Technical and other staff. 2. Experience of analysing data and writing reports |
| **Personal Qualities** |
| 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, via social media platforms and by email. You must be prepared to undertake routine tasks as well as more complex responsibilities.  You must have a Disclosure and Barring Service Certificate or be prepared to undergo a check |

**Terms of Employment:**

**Salary and hours**

Fixed term contract – 50 days over 6/7mths (November/December 2016 – May 2017), inclusive of 3 days paid leave. Approximately 2 days per week term time only. At points of high activity during the 6/7 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. Some evening work attending performances during the festival will be required.

Daily rate = £100.00 (£26,000 pa pro rata)

Paid monthly in arrears PAYE

Employer: Lewisham Education Arts Network

**How to apply:**

**DEADLINE:** **Noon, Thursday 20 October 2016**

**Interviews likely to be held: 3 November 2016 - to be confirmed.**

Please send **a CV and covering letter** *ideally* by email to **Jane Hendrie** at [lewisham.live@leanarts.org.uk](file:///C:\Users\Jane%20Hendrie\Documents\personal\StaffFolders\AllisonEmploymentFolder\JD\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 and attach this letter as a separate document to your email):

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| **Essential skills, knowledge & experience** | **How applicant meets the criteria** |
| 1. Some knowledge of the music/dance sector 2. Experience of event/festival administration or similar relevant experience 3. Marketing experience and the ability to write and edit promotional copy 4. General administrative skills including minuting meetings, electronic and paper mailouts 5. Good level of computer literacy, particularly the use of social media and new technologies 6. Proven organisational skills, ability to work to deadlines and the ability to create administrative systems from scratch 7. 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) 8. Experience of monitoring and evaluation and an understanding of its purpose 9. The confidence to directly collect data from participants and audiences as part of the evaluation |  |
| **Desirable skills, knowledge and experience** |  |
| 1. Some experience of liaising with venues including Front of House, Technical and other staff. 2. Some experience of corporate sponsorship 3. Experience of analysing data and writing reports |  |