

Job Vacancy

Producer, Gitanjali Festival

£18,000 pro rata, fixed-term contract from mid-October 2010 until 31st May 2011. Based at Dartington Hall, Dartington, Devon, reporting to Satish Kumar.

The role

As Producer, you will be responsible for managing and delivering all aspects of Gitanjali festival, a new festival celebrating the life and influence of Rabindranath Tagore, which takes place from 1st-7th May 2011. To be successful you will need demonstrable festival or event management experience and excellent negotiation and organisational skills.

For further information please email: alicia.beckett@dartington.org or call 01803847079

Closing date for applications: 12-noon on Thursday 9th September

Interviews will be held on Tuesday 14th September in the afternoon

Apply with a CV and covering letter by email or post to Alicia Beckett

The Arts at Dartington, The Barn, Dartington Hall Trust, Dartington, Devon TQ9 6DE
Email: alicia.beckett@dartington.org

JOB DESCRIPTION

POST TITLE:	Producer: Gitanjali
LOCATION:	Dartington Hall, Totnes, Devon
RESPONSIBLE TO:	Satish Kumar, Resurgence magazine
MAIN PURPOSE:	To be responsible for producing the Gitanjali festival at Dartington in May 2011

GENERAL PURPOSE OF THE JOB

Gitanjali is a new festival celebrating the life and influence of Rabindranath Tagore, which will take place from the 1st - 7th May 2011.

The festival is a one-week event that forms part of a year-long programme of activities celebrating the life and work of Tagore. The job is to manage and produce all aspects of

Gitanjali, a one-week event, under the artistic direction of Satish Kumar (Resurgence magazine) and the production guidance of Alicia Beckett (The Arts at Dartington).

OVERVIEW

2011 is the 150th birth anniversary of Visionary Poet and Nobel Laureate Rabindranath Tagore. He was an inspiration in the establishment of Dartington Hall Trust in the UK, which was set up as pioneering institution for education, culture, crafts, arts, sustainability and social justice. Tagore was also a champion of East and West fusion. He promoted a positive relationship between India and Britain. We are using the occasion of his birth anniversary as an opportunity to honour Tagore, but also to focus creatively on issues relevant to our time and for future generations.

The festival is produced and promoted by Resurgence magazine under the guidance of The Arts at Dartington. The Producer will work in The Arts at Dartington offices with Alicia Beckett and Satish Kumar.

KEY RESPONSIBILITIES WILL INCLUDE

Managing the programme, planning, delivery and operation of the Gitanjali festival, specifically:

- Compiling and managing the event master file including event schedule, risk assessments, stage schedules and all associated paper work.
- Acting as a point of contact and liaising with all departments of the Dartington Hall Trust over the delivery of Gitanjali. This will include liaison with Dartington Accommodation and Catering Services, Gardens, Property and Health and Safety.
- Leading on all artist liaison from contracting onwards, including all technical riders, relevant permits and forms, accommodation and travel arrangements. Providing all the necessary information during the week for artist liaison.
- Leading on marketing for the festival and ensuring the website is kept up to date.
- Recruiting and managing a team of volunteers to help deliver the festival.
- Managing the finances to ensure that the festival comes in on budget.
- Evaluating the festival.
- Any other duties commensurate with the level of the post.

This document outlines the duties required for the post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time without changing the general character of the job or level or responsibility.

PERSON SPECIFICATION

	REQUIREMENT	ESSENTIAL/ DESIRABLE
SKILLS	<p>Good organisation and time management skills</p> <p>Marketing experience</p> <p>Good budgeting and delivery of projects</p> <p>Good interpersonal, presentation and written communication skills</p> <p>Good ICT skills including Excel and other Microsoft</p> <p>Experience of managing website</p> <p>The ability to inspire confidence in others, be persuasive, work and communicate effectively with the general public, artists, other members of the team and volunteers</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
KNOWLEDGE / INTEREST	<p>Working knowledge of the arts and/or a passion for festivals</p> <p>An understanding and appreciation of Indian culture</p>	<p>E</p> <p>D</p>
EXPERIENCE	<p>Experience of working within an arts venue and/or arts festival at any level</p> <p>Experience of managing festival activity at any level</p> <p>Experience of Front of House management</p>	<p>E</p> <p>D</p> <p>D</p>
QUALIFICATIONS	<p>A relevant degree, equivalent qualification or track record of achievement</p>	<p>E</p>
SPECIAL REQUIREMENTS	<p>Ability to travel and work unsociable hours</p>	<p>E</p>

	Ability to drive and possess a driving licence valid in the UK	E
	Satisfactory Criminal Records Bureau disclosure	E