



Cúirt International Festival of Literature Vacancy: Programme Manager

Cúirt International Festival of Literature is an annual festival of words and ideas, bringing together best in Irish and international contemporary writing. Founded in 1985, Cúirt has become a staple of Galway and Ireland's cultural calendar, supporting local writers, giving an international platform to Irish writing and creating unique literary experiences for our audiences. In its 35-year history it has grown from a festival of poetry to a vibrant week-long event that includes events with fiction, non-fiction and poetry writers, debate and discussion, events for young people, music, visual art and film, as well as a growing outreach programme.

The Role

The Programme Manager leads on ensuring the efficient administration and delivery of the festival. This role will support the Director in the development of the annual festival programme, and will have responsibility for contracting, logistics, and artist liaison, as well as having scope for creativity and input in several distinct projects including Cúirt Labs, the Cúirt New Writing Prize, and broader outreach activities.

This is a newly created post. The programme manager will be encouraged to play a role in the ongoing development of the festival and will be involved in full-team planning and debrief meetings during the year.

The successful candidate will be highly motivated and have excellent organisational, administrative and computer skills, project management experience, and financial skills. The ability to create and maintain administrative systems and project monitoring tools will be essential. A background in arts management or festivals is desirable. As a festival-based position, this role will require out-of-hours working during the festival period.

Job Description

Key responsibilities include:

- Lead on all programme team administrative systems and processes, work with the Director and wider team to deliver improvements to existing processes and to create new administrative systems, as required.
- Take overall responsibility for all arrangements relating to author travel, accommodation and contracts/fees, before and after the festival. Duties include:
 - Lead on partner hotel relationships, rate negotiations, room allocations and contracts
 - Liaise with hotels on allocations, availability and changes; gather requirements from authors and publishers and respond to any feedback;

- maintain an up to date database of accommodation information; check and process hotel invoices and onward billing; carry out debriefs with each hotel.
- Liaise with authors on travel requirements and propose itineraries; book travel (including ground transport, drivers) and keep appropriate records of estimated, committed and actual costs.
 - Gather payment information from authors; plan for and make cash payments on site; check invoices received; prepare electronic and cheque payments and maintain relevant records.
 - Support Director in setting logistical parameters of the Festival budget (accommodation, travel, hospitality), informed by accurate information year on year.
 - Working in conjunction with the wider team, deal with correspondence, books, information and pictures from publishers, authors and chairs, pursue outstanding information and ensure that all responses are correctly stored.
 - During the festival, act as hospitality liaison, deal with author and visitor accommodation, fee and travel queries and support their visit in so far as possible.
- Support the Director in the development of the festival programme
 - Manage the programme schedule, liaising with other departments to ensure key dates are met.
 - Project management of certain aspects of the team's programme delivery, including Cúirt New Writing Prize, Cúirt Labs and the outreach programme.
 - Feeding into the evaluation processes within the team and help with the preparation of information for post festival feedback and reporting.
 - Provide support in drafting copy for event listings on website and in the physical brochure.
 - Support the proper management of all programme delivery budgets.
 - Monitor programme team performance against schedules and key milestones, working to assess additional resource requirements in good time.
 - Recruitment and line-management of festival volunteers, Author Ambassadors and work placements.
 - Liaise with the Cúirt Advisory Committee, setting and attending meetings.
 - Any other duties as required by the Director or Board.

Skills and Experience

Essential

- Extensive administrative experience at a high level of responsibility, including systems-based planning, with meticulous attention to detail and strong IT skills.
- Experience of communicating – in person and in writing – with a wide range of stakeholders including authors or other artists.
- A high level of literacy and articulation, with excellent communication skills both verbal and written
- Computer literacy and knowledge of Microsoft Office and Google Drive.

Desirable

- Knowledge of contemporary literature and of the literature and publishing sector
- Experience in working in an arts, festival or live literature organisation.
- Experience of managing budgets and of making funding applications.
- Experience of recruiting and managing staff and volunteers.

- Experience of working with external hospitality partners.

Person Specification

- Passionate and books and reading, interested in contemporary literature
- Positive and proactive, able to use own initiative and prioritise workload
- Ability to work well as part of team
- Ability to work in a busy situation and stay calm in a pressured environment
- Excellent time management, ability to manage multiple priorities
- Creative, imaginative and interested in new ideas

HOW TO APPLY

This position is a year-round, full time position, with a starting contract of one year.

Salary: €27500

Interested candidates should submit a CV and cover letter by email to Sasha de Buyl, Director, at sasha@cuirt.ie. For further information please contact Cúirt International Festival of Literature at info@cuirt.ie.

Closing Date: Applications for this position will be accepted until 5pm on Monday 2 November 2020.

Interviews will take place on the 5th and 6th November 2020.