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| A orange circle with blue text and waves  Description automatically generated | Job title: Contract: Salary: Role: Contract: Closing date: Location:  | Programme Coordinator (predominantly home-based) One year contract totalling 156 hrs, variable by mutual agreement £15 per hour (£2,340 total) Administration/co-ordinationFreelanceExtended until 10 July 2024Clevedon area |

**Overview**

Clevedon LitFest, a vibrant and growing local arts organisation, is seeking a Programme Coordinator, to coordinate the delivery of our year-round programme. We encourage applications from residents of Clevedon and the surrounding area.

Our activities include a Summer Festival of 2-5 days in June, annual writing competitions, seasonal events for children, an autumn 1-day event (currently called 'Celebration of the Book'), and a promenade theatre event, involving local schools.

The post-holder will work under instruction from the Board of Trustees. This is a freelance, part-time role, working mainly from home, with some meetings and activities elsewhere in Clevedon, occasionally during evenings and weekends.

**Applicant profile**

A highly motivated, well-organised, conscientious and friendly person, willing to work on their own initiative, as well as part of a small team, in a dynamic and fast-developing organisation.

Essential abilities/qualifications:

* Excellent planning and project management skills.
* Strong communication skills
* Experience of organising events
* Experience in a range of administrative positions
* Experience of working with the public
* Applicant must have the right to work in the UK
* Able to work independently (including recurring remote work) and to ask for support or guidance when they needed.

Preferred abilities/qualifications:

* Knowledge and passion for the arts and literature in particular
* Experience of working in an arts or festivals environment

**Job responsibilities**

* Liaison with Programming Sub-Committee
* Preparation, event schedules and operations sheets.
* Liaison and negotiation with potential authors & artists
* Co-ordinate and record the issuing and administration of artist/author contracts and to collate artists/authors’ travel, accommodation and technical support, liaising with authors/publishers for all information to ensure the smooth running of events.
* Work closely with the Marketing Coordinator to provide content to an agreed timescale / plan
* Manage artist liaison at events, working to ensure smooth running of all artists/authors technical requirements and support volunteers on site as appropriate
* Keep accurate financial records, including updating budgets and raising purchase orders and invoices as required.

**How to apply:**

Email your CV and a covering email, outlining how you would approach and manage this role, to annier@macace.net