**Role Description**

**Freelance Online Festival Coordinator**

**(Talking About Our Generation)**

**Location:** Home working (online) and at various other community sites across the city.

**Managed by:** Programme Manager

**Hours of work:** An average of 2 days per week over 4 month period, increasing in run up to and during festival.

**Fee:** £3600

**Purpose of the role**

To contribute towards enabling communities in Sheffield to feel connected; through the successful coordination of an online arts and culture festival with a focus on people aged over 50.

Ignite Imaginations deliver two projects as part of the Age Better in Sheffield (ABiS) programme; [Sparks](https://www.igniteimaginations.org.uk/sparks) and [Start Up](https://www.igniteimaginations.org.uk/start-up). Talking About Our Generation is a key part of the Sparks Programme.

This role will seek to work across the city with people aged 50 and over to co-design, co-produce and co-deliver a relevant and meaningful festival experience that connects people over 50 to their community and the city. This will be supported by partnerships developed with Age Better in Sheffield core team, other ABiS Delivery Partners and community partners and venues.

**Talking About Our Generation** is a community arts and culture festival with a focus on shared histories and people power. The festival will be in April 2021 and could take place via online platforms such as Zoom, Vimeo, Kast and Facebook.

We are looking for a person with knowledge and passion for art, culture and community, strong digital skills and experience in creating engaging experiences online.

Working with a steering group of people aged 50+ to coproduce and co create the festival, and reaching new audiences of people over 50 years; you will need an in-depth understanding of multiple digital platforms and the ability to enable people to use them, whilst being innovative and inclusive.

**Role Description**

Responsible for:

* Facilitating regular coproduction/ action group sessions with the project steering group (people over 50 years) to develop an action plan and festival schedule that enables the steering group to co-design, co-produce, co-deliver and co-evaluate the festival.
* Coordinate the coproduced action plan ensuring a relevant, full and creative programme for the festival.
* Setting up and managing digital platforms to host festival content - production of online exhibitions and events, including live streamed and recorded performances, talks, workshops and podcast.
* Ensuring that online events are accessible for all.
* Liaising with SYHA / other partners and artists to ensure the smooth and effective delivery of the festival.
* Managing the festival administration and project budgets to ensure they are within agreed expenditure limits and keep accurate records of income and expenditure including receipts. Ensure these records adhere to grant and contract stipulations.
* Supporting the marketing and promotion of the festival.
* Ensuring that all paperwork and project reporting elements are completed to a high quality and in a timely manner. This will include, but is not exclusive to, ABiS paperwork, completing monthly logs of co-production hours, completing a weekly learning journal and Quarterly report narrative template.
* Managing partner relationships and expectations to ensure successful delivery, supported by Programme Manager.
* Working to ensure all project delivery is of the highest quality and reflects Ignite Imaginations brand and reputation appropriately.

**General duties:**

* Be responsible for health and safety of own work and the health and safety of others. This includes ensuring that all projects/activities/ events are conducted in a safe environment that promotes creativity. This will be delivered in line with Covid 19 government guidelines.
* Alongside other staff be responsible for ensuring that Ignite Imaginations’ policies and procedures are adhered to and promote equal opportunities within the work place by not acting in a prejudicial or discriminatory manner towards participants, volunteers, contracted staff and other colleagues, and counteracting this behaviour if observed by challenging and reporting it.
* Undertake necessary administrative tasks in order to undertake the role, such as keeping effective filing systems, answering phone calls, emails, and correspondence in a timely manner, typing reports, complying with office management and systems.
* Represent Ignite Imaginations at external meetings/ events and advocate Ignite Imaginations’ work and the impact of using creative approaches and arts based projects within local communities.

**Person Specification**

**Essential**

1. Experience coordinating events within the arts and culture sector
2. Experience in online event management
3. A knowledge and understanding of the practicalities of developing and delivering alternative online programmes, including an understanding of platforms available for hosting music and film screenings, discussions and events with a focus on access and audience experiences.
4. Experience of partnership working, particularly with community organisations, voluntary organisations and/or organisations working with people over 50.
5. Experience of evaluating projects using various methods
6. Ability to communicate clearly, both orally and written, and in a variety of styles and to different audiences.
7. Good administration and computer skills: including budgeting, project management / project sharing and knowledge of Microsoft Office, internet and email.
8. Understanding of and commitment to working within an equal opportunities framework.
9. Ability to work some weekends and evenings.

**Desirable**

1. Good knowledge of online safeguarding
2. Experience of working with volunteers
3. Knowledge of the work of Ignite Imaginations