

PRESTEIGNE FESTIVAL OF MUSIC AND THE ARTS LIMITED

Festival Producer

Freelance role description

1. FESTIVAL MANAGEMENT

Executive assistant role

During and outside Festival periods, the Festival Producer's primary responsibility is to represent, support and assist the Artistic Director. Additionally, the Festival Producer will serve as the Artistic Director's deputy when required. In the event of the Artistic Director being unavailable due to indisposition or other circumstances, the Festival Producer and the Finance and Box Office Manager (FBOM), in close collaboration with the Festival Board, will assume the Artistic Director's responsibilities and ensure the Festival is delivered to the highest professional standard.

Availability during Festivals

The Festival Producer shall be resident in Presteigne or its environs for three full days immediately preceding the start of the Presteigne Festival and throughout the period of the Festival until 4pm on the day following the final Festival event.

The Festival Producer shall be resident in Presteigne or its environs for one full day immediately preceding the start of the Springboard Weekend and throughout the entire weekend until 12noon on the day following the final Springboard event.

Festival Event Team management

In conjunction with the Artistic Director, the Festival Producer shall recruit and liaise with a temporary Festival Event Team and, during the Festival and Springboard periods, manage the deployment of the Event Team and all volunteers.

Daily Meetings during Festival

During Festival and Springboard periods, the Festival Producer shall oversee daily Festival Event Team/Box Office staff management meetings.

Festival volunteers/Stewards

The Festival Producer will (a) ensure that a Chief Steward is in place and assist in finding the requisite number of volunteer stewards for the Presteigne Festival and Springboard Weekend; (b) brief the volunteer stewards prior to the Festival; and (c) help establish Health and Safety protocols.

Health and Safety

The Festival Producer is required to make Health and Safety checks, producing risk assessments for each venue used by the Festival and for the Springboard Weekend in any particular year. The Festival Producer is also responsible for the effective dissemination of Health and Safety and Evacuation procedures to members of staff, both voluntary and paid.

Booking of Festival venues

In collaboration with the Artistic Director, the Festival Producer shall choose and book all venues for Festival Events; the Festival Producer will issue contracts requesting risk assessments and details of venue insurance.

Event management

In collaboration with the Artistic Director, the Festival Producer shall oversee all practical and logistical aspects of Festival activity.

Distribution of Festival and Springboard brochures in and around mid-Wales

The Festival Producer shall arrange the distribution of brochures in early March, May and in August; also arrange distribution of brochures to local churches, information points, restaurants and other similar venues regularly from March until the Festival begins in August.

Festival Bar

The Festival Producer is responsible for arranging all aspects of the Festival Bar; these include the arranging of licences with Powys CC, the overall supervision of bar staff and the purchase of wines, spirits and non-alcoholic beverages as required.

Signage and Posters

In association with board members and local supporters, the Festival Producer will ensure that Presteigne Festival signage is carefully produced and displayed on the three main routes into Presteigne from the last week in June; ensure that any available posters are displayed in and around Presteigne.

Staging erection

The Festival Producer is responsible for the organisation of a team to construct the Festival stage prior to the start of the Presteigne Festival and to deconstruct the stage the day after the Festival ends. The Festival staging is often used by other community organisations who perform at St Andrew's Church, the Festival Producer is also responsible for engaging the construction team for these extra events.

First Aid/Child Protection

The Festival Producer will ensure that all members of the Event Staff Team will have up-to-date First Aid qualifications, and similarly that there are sufficient members of staff with valid Police checks able to preside over children's or family events.

Artist liaison

In collaboration with the Artistic Director and the FBOM, the Festival Producer shall assist with the organisation of artist accommodation and assist with travel arrangements where necessary.

Social Media

The organisation is active on various social media platforms – currently Facebook, Instagram and Twitter/X. It is expected that the Festival Producer will assist the Artistic Director in posting content.

2. FUNDRAISING

Individual giving

The Festival Producer, in collaboration with the Artistic Director and the FBOM, will oversee all aspects of Presteigne Festival's individual giving schemes, including Benefactors, Patrons, and Friends.

Fundraising Events

The Festival Producer shall organise, manage and oversee fundraising events in collaboration with the Artistic Director.

Advertising

In partnership with the Artistic Director, the Festival Producer is responsible for attracting national, regional and local advertisers for the annual Festival Brochure and Programme Book. The Festival Producer is also expected to be aware of new sponsorship contacts, sharing any information with the Artistic Director.

Core fundraising

In partnership with the Artistic Director, the Festival Producer will assist in the completion of the annual Arts Council of Wales application, support efforts to secure core funding for all Festival activity, identify new funding opportunities and foster lasting relationships with both existing and potential funders.

Project fundraising*

The Festival Producer shall endeavour to raise funds for specific community projects including education work.

3. PROGRAMME DEVELOPMENT

Education and community projects*

The Festival Producer, in consultation with the Artistic Director, will be responsible for the management of all education and community projects. This involves contact with schools and other bodies (such as care homes) and those individuals undertaking the work on behalf of the Presteigne Festival and other project management.

Developing partnerships

The Festival Producer shall develop existing and seek to create new partnerships with local arts organisations and individual artists for education and community projects.

Developing project ideas

In consultation with the Artistic Director, the Festival Producer shall develop specific projects – both as part of the Festival's core activity and community programme.

Presteigne Festival and Springboard Weekend programme

In collaboration with the Artistic Director, the Festival Producer shall programme events for the annual Springboard Weekend, and also events that complement the Presteigne Festival's programme of concerts.

**These elements of the Festival Producer's role (relating to community work) are not covered by the annual fee agreement, but will be paid at a rate as agreed in advance by the Festival Producer and Artistic Director, once budgets are established.*

4. GENERAL ADMINISTRATION

Company secretary

The Festival Producer shall act as company secretary of Presteigne Festival of Music and the Arts Limited, ensuring that Companies House and Charity Commission returns are made in good time and to update records as and when required

Board meetings

The Festival Producer shall attend all board meetings, held quarterly (currently, two are held in Presteigne, two online via 'Zoom') and to produce minutes for the same, if the FBOM is unable to do so.

Management meetings

The Festival Producer shall attend all regular management meetings with the Artistic Director and the FBOM, held online via 'Zoom'.

Insurances and Festival Policies

In conjunction with the Artistic Director, the Festival Producer shall ensure that all insurance policies are up-to-date, and that Festival Policies are reviewed regularly and updated.

Mailing List

In conjunction with the FBOM, the Festival Producer shall undertake maintenance of the Festival mailing list database throughout the year.

George Vass

Artistic Director, 7 March 2025