

Job Description: Festival Producer

The Towers and Tales Festival producer is responsible for the delivery of the fifth annual Towers and Tales festival celebrating children's books, illustration and story, Working with Lord Burlington and the festival artistic directors to ensure the continued success of the festival. The producer is the central contact and responsible for managing logistics and author liaison. Supported on site by Lismore Estates General Manager, Lismore Castle Arts and the Lismore Castle Team.

The Role

- Plan the festival timeline and deadlines for various aspects of the festival.
- Be responsible for the overall administration and coordination of the festival
- Ensures a safe, clean and friendly environment
- Manage the delivery of the T&T programme as agreed by festival programmers ensuring a high-quality experience is available to children and young people throughout the day
- Design, or work with designers, to create an imaginative and inspiring festival hub
- Develop and manage it on the day the festival hub, including contracting vendors, sourcing tents, power points, av equipment, signage, maps, refuse, security and all legal, contractual and health & safety compliances
- Liaise with off-site venues and ensure that the necessary technical requirements are in place
- Recruit, train and manage volunteers.

Marketing and PR

- Create event copy for the festival programme and website, working with the programmers, artists and publishers
- Generate media coverage by creating press releases and liaising with media partners
- Manage the design, print production and distribution of festival programmes
- Provide content for and maintain social media platforms periodically throughout the year, increasing in the lead up to and during the festival, including T&T website, Facebook, Twitter and Instagram
- Send regular festival newsletter to subscribers

Box Office

- Set up and manage online ticketing and sales, working to agreed targets
- Manage box office

Artist Liaison

- Manage travel, accommodation and other logistics for participating authors and guests
- Related hospitality including compiling weekend schedules, welcome packs and catering needs

Community/Outreach

- Build and maintain relationships with local and community groups
- Work with local schools to coordinate the festival's education and outreach programme
- Source funding for and oversee delivery of the festival's Bookbag project, gifting books to local primary schools

Fundraising/Finance

- Create and manage the budget for the festival and all festival-related activities
- Research funding opportunities and create applications
- Nurture relationships with partners, sponsors and funders to maintain existing revenue streams

The role is part time and flexible, approx. 1 day per week across the season with busier periods as the festival approaches. Salary €12,000 - €14,000 depending on experience.

To apply for the position send a covering letter and cv to info@lismorecastlearts.ie

Deadline for applications: 21 August, 1pm

Interviews w/c: 1st September 2021.