



TEMPORARY PART-TIME CONTRACT (Self-employed status)

PROJECT MANAGEMENT, MILTON KEYNES LITERARY FESTIVAL 2022

CALL FOR APPLICATIONS.

MK Lit Fest, Milton Keynes` premier literary programme, is recruiting a Project Manager for 2022. We are developing three programme strands for 2022: our continuing online programme, a new community programme, and restoration of the face-to-face Festival that was so successful from 2017-9. We particularly want to reach new audiences with new approaches.

We want to pay someone to help us deliver those. if you have a passion for and knowledge of all things wordy, sound organisational and interpersonal skills, experience of running complex programmes of events, and a belief in the power and value of writing, we`d like to hear from you.

Send us your application by 3rd December. Email us at mklitfest@gmail.com to tell us why you`d be good at it.

SCOPE OF WORK

The post-holder will provide project management and administrative support to Milton Keynes Lit Fest through 2022 including a continuing online programme, a developing community-based programme and a face-to-face programme proposed for October. This involves supporting the MK Lit Fest Steering Group (chaired by John Best, chair of Trustees of Arts Gateway MK) in implementing the project.

Duties, many of which will be shared with Steering Group members, include:

- Administering meetings of the Steering Group who will set the strategy and shape of MK Lit Fest
- Helping to develop and maintain the Steering Group`s 2022 project plan and creative programme
- Helping to identify and bid for potential sources of funds;
- Overseeing the delivery of the agreed programme across all strands
- Liaising with writers, creatives and partner organisations, and confirming their participation
- Liaising with venues, platform managers and communities, resolving logistical issues during planning and delivery
- Regularly reporting progress to the Steering Group on all aspect of the programmes
- Get on well with stakeholders (local organisations, funders, writers, publishers and others)
- Overseeing and implementing a varied press, publicity and media strategy for the project
- Helping to prepare and get approval for publicity material
- Supporting the planning and delivery of a 2022 programme of online and face-to-face events
- Recruiting, training and deploying a team of volunteers for the face-to-face Festival
- Maintaining a risk register, identifying and proposing mitigation of things that could go wrong
- Ensuring we have feedback from participants and audiences to inform planning of future events
- Controlling and recording spending so that commitments stay within agreed budgets, and any grant or funding conditions are met
- Carrying out other activities reasonably needed to help deliver the programmes.

KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:

Essential

- Experience of managing and delivering multi-event projects with concurrent activity strands, preferably in an arts context
- A self-starter, able to work under pressure and prioritise with minimal supervision
- Excellent communication skills – in person and in writing
- Strong team-work skills, able to take ownership and leadership while maintaining harmonious working relationships with other team members
- The ability to interact professionally with colleagues, artists, partners, sponsors and other stake holders
- Experience of hiring, managing and co-ordinating external suppliers, including freelance staff and volunteers
- Ability to plan clearly with strong project management skills, including budgetary control and monitoring
- Genuine interest in and enthusiasm for the literary arts and for community engagement work
- A commitment to equality, inclusion and working in cross-cultural contexts

Desirable

- Knowledge of contemporary literature, and the wider arts sector
- Knowledge of community engagement strategies
- Experience of using Google Drive/mail platform as a platform for shared working with Steering Group colleagues, and use of related word processing and spreadsheet functions and/or Word/Excel
- Understanding of the use of social and traditional media (print, web and broadcast) in promoting events and engaging with (potential) audience members
- An understanding of the cultural and social context of Milton Keynes and surrounding areas
- Understanding of legal requirements and obligations

Schedule and Payment

The starting date for this temporary appointment with Arts Gateway MK Ltd is 1st January 2022. We are seeking to appoint someone who can work at least until October 2022, or later if funding is available. Payment will be against invoiced hours, claimable above the Living Wage, at £10ph

Phase 1 will run from January to May 2022, for which a fee of £2500 is payable, equivalent to around 50 hours per month, but flexible around varying demands.

Phase 2 will run from June to October 2022, for which a project fee of £4000 is proposed, equivalent to from 50 rising to 120 hours per month as the Festival is delivered. This fee may be reviewed if more funding becomes available during 2022.

Applications: Please apply for this post by sending your CV and a covering letter to mklitfest@gmail.com. The closing date is midnight on 3 December. Interviews are planned for Friday, 10 December.