

Wigtown Festival Company

Job Description: Operational Director (maternity cover)

Salary

- 1 Salary £7,300. 5 days annual leave entitlement.

Tenure

- 2 This post is temporary, for 17 weeks from 27 June until 23 October 2022.

Relationships

- 3 The Operational Director (maternity cover) will be responsible on a day-to-day basis to the Artistic and Strategic Director, Operational Director (prior to and following the period of maternity leave) and in their absence to the Chair of the Board of Trustees.

Travel

- 4 The post may involve travel on behalf of the company. The Company's office is based in Wigtown, Scotland.

Background to the Post

- 5 Founded in 1999 as part of a social regeneration project, Wigtown Book Festival is now one of the UK's best-established literary gatherings, featuring more than 300 sessions for all ages, and encompassing visual arts, music, theatre and food as well as book events. The festival draws writers and members of its audience from far and wide, while continuing to pay particular attention to the rich history and culture of Dumfries & Galloway. After Wigtown Festival Company became a charity in 2007, the festival has won a Thistle Award for tourism, the Arts & Business Scotland Community Award and a Creative Place Award. Since 2014, it has - in addition to producing the book festival itself - been committed to deliver a year-round and region-wide programme.

Purpose of the Post

- 6 The primary role of the Operational Director (maternity cover) is to support the Wigtown Festival Company team, including staff, Board and volunteers, in the preparation and delivery of Wigtown Book Festival 2022, while managing a number of specific areas including contracts and funder relationships. The postholder will be essential in guaranteeing the smooth and efficient delivery of events. This will require regular and effective communication with colleagues.

Duties of the Post

Administration and Operations

- 7 Monitor the Company timeline and communicate regularly with the Festival team to ensure that all deadlines are met.
- 8 Manage the day-to-day running of the premises - 11 North Main Street, including overall responsibility for health and safety and maintenance.
- 9 Coordinate weekly team meetings, setting the agenda with the Artistic & Strategic Director and ensuring action points are followed through.
- 10 Prepare meeting documents (e.g. agenda, previous minutes, team report) for WFC Board Meetings – August and October.

Wigtown Book Festival

- 11 To coordinate proof reading of the Wigtown Book Festival programme.
- 12 To sign off print for the Wigtown Book Festival programme and associated posters/flyers.
- 13 To co-ordinate with the Box Office Supervisor and the WFC team to ensure all events are accurately uploaded to TicketSolve and thoroughly checked before the programme goes live.
- 14 Updating and sending speaker contracts and travel/accommodation forms. Follow up as required.
- 15 Coordinate invitations to special events such as the Opening Party, Anne Brown Essay Prize and Wigtown Poetry Prize.
- 16 Liaise with funders as required.
- 17 Overall responsibility for health and safety, responding to any issues identified by any person.

Personnel Management

- 18 Support the WFC team including staff, Board and volunteers in decision-making and prioritising tasks, providing practical help when required to meet deadlines.

External Relations

- 19 Promote positively at all times the work of the Wigtown Festival Company both internally and to key stakeholders, volunteers, sponsors, participants, audiences and other involved groups.
- 20 Represent the Company at external meetings as required.

General

- 21 Undertake any reasonable additional tasks as may from time to time be required by the Artistic and Strategic Director, Operational Director or Board of Trustees.

22 **Person Specification**

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • A degree, HND or foundation degree in a relevant subject. 	
Experience	<ul style="list-style-type: none"> • Managing and supporting a small team. • Event or project delivery. 	<ul style="list-style-type: none"> • Previous experience in a similar or related role.
Skills & Abilities	<ul style="list-style-type: none"> • Computer literate with a working knowledge of Microsoft Office. • Excellent written and oral skills. • Ability to manage and prioritise multiple tasks and requests and respond flexibly as urgency requires. • Ability to plan ahead and deal with unexpected changes. • Excellent interpersonal skills and abilities to deal with a variety of internal and external stakeholders. • A creative and problem-solving approach to work. • Ability to work closely with colleagues and partners and form professional working relationships. • Willingness to work long or anti-social hours on occasion, where time off in lieu is agreed. 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent time management. • Articulate. • Flexible and highly motivated. • Professional manner and appearance. • The ability to manage and work with a small team. • Ability to use own initiative and make considered decisions. • An ability to develop and maintain effective working relationships. 	