

JOB DESCRIPTION**Youth Engagement Manager**Starting 1st December 2024

18-month contract

Details:

18 month per contract (from December 2024 to May 2026)

3 days a week based in Hexham Book Festival Office

Salary £17,500 per year. (Pro Rata £29,166)**About the role:**

Following a funding award from Arts Council England Hexham Book Festival is looking to appoint a Youth Engagement Manager as a fixed term (18 months), part time position based in Hexham Book Festival Office, Queen's Hall, Hexham NE46 3LS .

The successful candidate will be expected to work closely with the Festival team to manage and deliver HBF's Children and Young People's programme of events across the wider county of Northumberland and a bespoke Schools Festival and Family Day in Hexham.

The successful candidate will be expected to:

- Programme and manage delivery of the Schools' Festivals scheduled to take place in March 2025 and March 2026.
- Programme and manage delivery of the Family and Young People's Day – StoryLand in June 2025.
- Appoint Authors and Freelance Practitioners as appropriate working to existing budgets.
- Liaise with schools across Northumberland, as part of established networks, to programme and manage delivery of the CYP events programme in schools over the course of the year, to include author talks, creative writing workshops and one-off extended projects.
- Work with the LEA, schools, libraries, community venues and funders with the objective of sourcing new funding for projects particularly in rural and disadvantaged areas of the county.
- Work with existing Young Writers' Groups and Queen's Hall Youth Theatre to form a 'Youth Board' to advise on CYP programme.
- Manage volunteers staffing events during the CYP Festivals programme.
- Oversee participants and audience survey and evaluation ongoing throughout.
- Liaise with sponsors and funders as appropriate.

Person Specification

The ideal candidate will have some experience of festivals and a keen interest in children's events and literature, as well as a passion for the arts and festival management.

The Hexham Book Festival team is looking for a person with a desire to develop a career in the North in festival programming and management.

We expect that the ideal candidate will demonstrate:

- Experience and interest in children's book-related events (age birth – 12 years)

- Experience of a festival (this can be in any art form)
- Knowledge / understanding of children's publishing / literature
- Understanding of the need to work with schools, and the importance of attracting schools' audiences
- Understanding of how to programme festivals for specific target audiences of families and schools
- Experience of working with partner organisations
- Strong organisational skills, including planning
- Experience of audience management and communication
- Experience of using social media to market events to a festival audience and to keep audiences informed of event details during a festival
- Strong teamwork skills and ability to work under pressure
- Excellent spoken and written English and communication skills
- Experience of working within set budgets
- Strong IT skills (Microsoft Office, web editing, Mailchimp)

Expectations of role:

This role will be 3 days a week from December 2024 to May 2026, and mainly based in the Hexham Book Festival office in The Attic, Queen's Hall, Hexham, although some research trips within and outside the region may be expected (travel will be reimbursed). Flexibility to travel with authors to schools and Libraries within Northumberland when required.

Some flexibility in working arrangements will be necessary due to extra days expected over the Festivals' days and can be agreed by mutual consent.

How to apply:

Application by CV and cover letter outlining why you are a suitable candidate for the post and how you consider your skills and experience are suited to this position.

By email to Susie Troup, Director, Hexham Book Festival, susie@hexhambookfestival.co.uk

Application deadline: Wednesday 30th October 5pm

Interviews: Wednesday 6th November in Hexham, Northumberland

Start date: Mid November 2024 (exact date to be agreed by mutual consent)

Probation period: 3 months February 2025

NB: Unfortunately, HBF Festival Office is only accessible by 2 flights of stairs and there is no lift access.