

TS Eliot Festival – Event Manager

A professional Event Manager is required, to organise the Annual TS Eliot Festival.

The Festival takes place over the first weekend in July, and attracts an audience of around 250 people, including students attending the International TS Eliot Summer School at the University of London, who travel to the event each year.

The Festival is held in the grounds of Little Gidding, a church of significance to TS Eliot scholars and enthusiasts as the location of one of his most significant poems. The Friends of Little Gidding, who support and maintain the church and its community, provide facilities and assistance in staging the Festival, while the TS Eliot Society organise the programme of speakers and events.

(The programme of events at the 2013 Festival can be seen at <http://www.eliotociety.org.uk/wp-content/uploads/2012/05/TS-Eliot-Festival-2013.jpg>, and a gallery of images from the event can be seen at http://www.eliotociety.org.uk/?page_id=793)

Run successfully by volunteers since 2005, the Festival is now seeking a professional Event Organiser, to take over its administration and organisation.

Responsibilities will include the practical organisation, staging and functioning of the event. This includes aspects such as facility sourcing and hire (marquee, seating, stage and PA system), catering, ticketing, publicity, car parking etc. (These have been successfully organised in previous years, and many local contacts are in place.)

You will require experience in planning and managing comparable events, and be able to demonstrate the successful organisation and staging of similar outdoor functions.

You will also have the ability to enthuse and organise volunteers, and to work with those separately responsible for the location and for the Festival in order to stage a successful event.

You will need to attend Committee and organisational meetings for the Festival held in Oundle and Cambridge.

A fee, based upon experience and responsibilities, will be negotiated for your services.

For further details, see the Friends of Little Gidding website at <http://littlegidding.org.uk/node/113>

Applicants should contact Simon Kershaw on eliotfestival@littlegidding.org.uk, submitting a CV and an outline of their suitability for the role. Closing date for applications is February 28th 2014.