



Architecture Festival
19–21 October 2018

Open House Belfast 2018 Architecture Festival

Assistant Festival Producer

Freelance contract (fee £2,250)

Approx. 30 days between 10th September - 26th October

Reporting to PLACE Creative Producer

Deadline for applications: Monday 20th August, 12 noon.

About Open House Belfast

- Between 19th and 21st October, *Open House Belfast 2018* will open up some of the city's most interesting buildings and spaces for Belfast's residents and visitors to experience, free of charge.
- *Open House Belfast* is produced by PLACE in partnership with Open House Worldwide.
- Find more information about the festival, and about PLACE, at <http://www.placeni.org/open-house-belfast-2018>

Availability and working location

- The successful candidate must be available to work the programme launch event on Thursday 20th September 2018, the opening special event on Thursday 18th October and the festival weekend of 19th - 21st October.
- Otherwise, the dates worked are flexible and can be agreed with PLACE staff on a weekly basis.
- The usual place of work will be the PLACE office, Lower Garfield Street, Belfast and there will likely be some travel within Belfast. Access to own transport is useful but not essential.

Please see overleaf for Job Description, Person Specification and details of how to apply.

Open House Belfast Organisers



Open House Belfast Sponsors



Open House Belfast Funders



Core Funders



Open House Belfast Partners



Assistant Festival Producer Job Description

- Coordinate festival events
- Liaise with stakeholders
- Conduct risk assessments for festival events
- Prepare web and social media content to promote the festival
- Coordinate volunteer team
- Develop and implement feedback systems for guests, building owners and other stakeholders
- Contribute to festival reporting and evaluation

Person Specification

Essential

- Interest in architecture
- Good knowledge of Belfast
- A degree in a relevant field (e.g. Event Management, Architecture/Built Environment, Marketing or Creative Arts) plus 1 year's experience organising/assisting with large-scale public events/festivals -- **OR** -- minimum 2 years' experience organising/assisting with large-scale public events/festivals
- Experience working with a large range of stakeholders
- Good written and verbal communication ability
- Good IT skills
- Ability to work under own initiative
- Interest in contributing to the work of a small and dynamic team in a creative environment

Desirable

- Experience with social media management in an arts, events, architecture, community or not-for-profit context
- Experience dealing with press and media in an arts, events, architecture, community or not-for-profit context
- Experience with volunteer management

Please see overleaf for details of how to apply.

To apply

- We would love to hear from people with the skills and experience to help us deliver an amazing festival in 2018.
- Please email us a **letter of application** of max. 2 sides of A4 that outlines your suitability for this role. We can accept email attachments in PDF or Word format. NOTE: A CV may also be included if it helps support your letter of application.
- In your letter of application, please clearly show how your skills and experience meet the criteria outlined in the Job Description and Person Specification. (You are welcome to use the headings from the Job Description and Person Specification for clarity.)
- Please email your letter of application to info@placeni.org no later than **Monday 20th August 2018** at **12 noon** with 'Assistant Festival Producer' in the subject line of the email.

FYI

- Two references will be requested if you are offered the role.
- The expected date for interviews is Wednesday 22nd August 2018.
- PLACE is an equal opportunities employer and we welcome applications from people of all backgrounds and orientations.
- We look forward to hearing from you!



PLACE: Planning Landscape Architecture Community Environment Limited

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