

INTERNATIONAL CENTRE FOR LIFE

JOB DESCRIPTION

JOB TITLE: SCIENCE FESTIVAL MANAGER

SALARY: £35,000

Fixed term: 3 years

RELATIONSHIPS:

- 1.** Responsible to:
Science Communication Director, Centre for Life
Science Festival Director (part time)
- 2.** Important Internal Relationships:
Management team, Science Development and Education teams and Special Projects Manager
- 3.** Important External Relationships:
All partner organisations in the Science Festival, particularly those represented on the Science Festival Board, and third party suppliers and contributors.

MAIN PURPOSE OF THE JOB:

The management and coordination of the annual Newcastle Science Festival on behalf of the Centre for Life and the other festival partners.

Prepared by _____
Signature

Agreed by _____
signature

Date _____

Date _____

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SCIENCE FESTIVAL MANAGER

The **Science Festival Manager** is the senior full-time post, responsible for the detailed planning and project management (budget and programme) for the Newcastle Science festival. The SFM supervises at least one Science Festival Coordinator who organises individual events. The Manager also coordinates some specific events. The SFM will be a public face of the festival and will liaise with the delivery partners, funders and other stakeholders.

KEY TASKS:

1. Stakeholder liaison
 - Consult with existing and potential partner organisations (venues, event producers and funders) individually and at group meetings
 - Sit on Festival Board
 - Chair Festival Programme Committee
 - Regular reporting to main funders (e.g. One North East)
2. Programme planning
 - Responsible for inviting participants and for constructing outline programme
 - Develop final programme with Programme Committee
 - Oversee development of programme and relevant administration
 - Monitor progress of event organisers at all venues, providing support where necessary
3. Financial management
 - Responsible for delivering the festival within the allocated budget
 - Monitoring expenditure and planning cash flow
 - Managing claims process between partners, Life and main funders
 - Leading additional fundraising for future festivals
4. Management of Contractors/Consultants
 - Selection and appointment of consultants, external speakers and performers and service providers (with Board and/or Programme Committee support where necessary)
 - Contract administration (monitoring work, performance and payments)
 - Identify where further outsourcing would be beneficial or required
5. Media and presentation skills
 - Oversee the development of marketing and PR strategy, and development of materials (with support from Life Marketing Manager)
 - Participate in/lead media events and interviews

- Oversee redevelopment of website
- Liaise with external marketing resources (e.g. NewcastleGateshead Initiative)

6. Staff Management

- Supervise and support festival coordinator officers(s)
- Ensure workload is distributed appropriately between team members (and external partners)
- Identify staff resource requirements and recruit temporary staff and/or volunteers as necessary.

7. General

- Oversee development of evaluation plan for festival and ensure appropriate data is collected and analysed to allow for ongoing monitoring of performance and impact of festival.
- Any other reasonable duties required by the Science Communication Director and Science Festival Director.