



festival

**ADMINISTRATION
MANAGER**
APPLICANT PACK

ABOUT US

Freedom Festival Arts Trust is a pioneering and ambitious arts organisation, anchored in the city of Hull and influential in the global arts sector. We believe that the arts are central to the wellbeing of our society and are driven by a pursuit of excellence, championing the creative process and presenting, in public space, an extraordinary artistic programme rooted in the exploration of human rights, democracy and freedom.

We celebrate Hull's independent spirit and historic contribution to the cause of freedom. The festival itself consistently articulates the concept of freedom through artistic and cultural means, making 'freedom' more than just a name. We are committed to exploring local, national and international representations of freedom, independence of spirit and creative expression.

We work closely with artists, organisations, families, individuals and community groups to create a world-class outdoor arts festival that offers something for everyone. We constantly challenge ourselves to seek out and work with artists who explore and debate concepts of freedom, both from a historical viewpoint and also in terms of what freedom means today.

We are an organisation which generates new ideas, we enjoy working with others, we are passionate about developing artists and artforms and in particular supporting young people to explore the arts. We are managed with imagination and expertise which cascades throughout the organisation. We take artistic risks when and where we deem it is relevant and necessary to do so to power the development of the arts and citizens.

Freedom Festival is a confident and resilient arts organisation with a strong sense of self and a distinctive voice. We are central to the cultural ecology in Hull and increasingly well positioned to influence the wider sector. Our exploration of freedom and human rights supports an ambitious international arts programme.

Freedom Festival is globally connected and outward looking and committed to learning from our international partners. We operate with creative partners including InSitu, Global Streets and the Digital Democracies networks and local and regional cultural organisations to support the creation of new work and deliver a wealth of creative projects, based on our key strategic priorities:

- Artist development
- Commissioning/ presenting new, bold and ambitious work
- Audience development/ citizen engagement
- Socially and citizen engaged practice



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Through our work as deliverers of the award winning, mainly free to access, international Freedom Festival we have had a transformative effect on an area with traditionally low arts engagement. Between 2013 and 2019 we have substantially grown audiences for free to access and ticketed performance work in Hull, supported over 11,000 local people as participants in year-round participatory projects, commissioned/ presented 105 new works and supported 424 artists to enhance their practice and contributed over £25m to the economy. This continues to grow year on year. The pandemic in 2020 meant that our ability to deliver our work was disrupted and we couldn't reach audiences in the same way.

Freedom Festival is a relevant and dynamic organisation. We pride ourselves on our collaborative approach and the work we programme, commission and produce. This said, we are ambitious and strive to grow, develop and reach more people and more diverse audiences through the work which we deliver all year-round.

We are passionate about the powerful role which culture can and should play in transforming the neighbourhoods, streets and cities in which people live.

We will continue to innovate through our practice, our delivery mechanisms, methodology and the artists we work with.

We believe we are, and will continue to work on being, valuable to and valued by the artists and citizens of Hull.

Freedom Festival is dynamic and able to respond to the challenges it faces, such as delivering an online and broadcast festival in 2020, when people could not gather due to the COVID-19 pandemic.

We are needed in a city which has low engagement in the arts, where there are few Arts Council England funded National Portfolio Organisations, where Arts Council England Project Grant funding is low and the overall spend on arts and cultural activity is low. Hull is the 15th largest city in the country (by population census 2011) and deserves a developed and diverse cultural offer and ecology as of any other city of similar size.

ARTS

ORGANISATIONAL VALUES



- Everyone can find their passion in the arts, as a viewer, as a participant, as a supporter, a volunteer and as an arts maker, and we value the creative potential in each citizen



- A belief in the capacity of excellent arts and culture to change lives and communities



- A belief in the power of arts and culture to transmit fundamental human values and inspire all to embrace and celebrate our freedoms



- A commitment to diversity as the essence of what we mean by freedom



- International outlook supports new ways of thinking, new beliefs and improves life opportunities



- We are an arts organisation, rooted in the city of Hull, with the exploration of freedom as our driver



- Freedom Festival is the vessel for artistic, creative and ambitious ideas to find and reach their audience



- We work with artists we believe in - mentoring, commissioning and producing their work for presentation in Hull and beyond



- A bold artistic vision which breaks down barriers between art/ artists and audiences and places art in public space



- Audience is central in our work; we programme our output based on audience feedback but also with the ambition to challenge and excite them with work they have not yet conceived of



- Arts and cultural activity can have positive economic impacts for place, helping people rise from poverty and a city to grow and become more desirable



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Freedom Festival Arts Trust Job Description - Administration Manager

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MAIN RESPONSIBILITIES:

- 1) Organise and coordinate administration duties and office procedures, ensuring high levels of organisational effectiveness, communication and safety.
- 2) Provide administrative duties to the Freedom Festival Arts Trust office and Board, including data management, record keeping, office management, marketing campaign distribution and social media scheduling.
- 3) Finance administration support
- 4) Maintain accurate information and data and facilitate the creation of detailed reports for the Board and wider stakeholders including Arts Council England and Hull City Council
- 5) To provide high quality day-to-day proactive support across the organisation to help deliver Freedom Festival Trust's vision, mission and strategic objectives.
- 6) To develop administrative procedures and advise the organisation on new opportunities and initiatives which can support the organisation to enhance its administrative functions.
- 7) To take a proactive lead in developing the role so that it grows in harmony with the organisation growth, providing for flexibility, positivity and teamworking.

MAIN DUTIES AND TASKS INCLUDE:

- 1) Regularly update and maintain Freedom Festival Arts Trust database/ records ensuring compliance with GDPR
- 2) Regularly review office systems/ processes to ensure that we are operating efficiently and effectively utilising the latest technologies to support high performance
- 3) Work with the Freedom Festival team to maintain year-round dialogue with FFAT volunteers aligned to the organisational volunteers' strategy. Support the delivery of the artistic programme.
- 4) Provide administrative assistance, producing monthly reports evidencing participation/audience, marketing activity and engagement level across the artistic programme
- 5) Support the Finance Manager in the administration of financial duties including:
 - processing of invoices
 - petty cash management
 - Paypal reconciliation
- 6) Develop a system of libraries, including media coverage, testimonials, case studies, spokespeople and approved images for use in fundraising and communications
- 7) Deal with general enquiries, responding verbally and in writing
- 8) Organise and co-ordinate meetings/ travel arrangements and, where required, take, type and distribute minutes of meetings.
- 9) Maintain and service the FFAT Trustees with information and arrangement of board meetings and sub-groups.

PERSON SPECIFICATION:

The successful candidate will have excellent administrative and time management skills with a proven ability to manage multiple work streams and prioritise a varied and demanding workload. Administrative experience gained in an arts, leisure, heritage or media environment would be beneficial, as would an interest in the arts and entertainment, though neither is essential.

Excellent communications/interpersonal skills and enjoying working as part of a team is essential as is an ability to work quickly, methodically, accurately, independently and to use your initiative to problem solve proactively.

Financial administration experience is desired. Experience of using social media, in a business context, and website content management would be an advantage also.

We are looking for a dynamic, passionate and proactive individual who will work well as part of the team and will seek to contribute to the visions and aims of Freedom Festival Trust.

TERMS AND CONDITIONS OF EMPLOYMENT

- Salary:** £22k to £24K per annum (dependent on experience)
- Annual Leave:** 22 days per year in addition to bank holidays
- Hours of Work:** 37 hours per week usually Monday to Friday but with some evening and weekend working particularly in the run-up to and during the Freedom Festival. Time off in lieu is offered where appropriate.
- Place of Work:** The Freedom Festival office is situated at: Room 905, Floor 9 K2, 44 Bond Street, Hull, HU1 3EN
- Equal Opportunities:** FFAT is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work for us receives fair treatment.

Freedom Festival Arts Trust is a company limited by guarantee (Company number: 8530799) and registered as a charity (Charity number: 1158439)

For further information on how to apply and a job description please visit:

www.freedomfestival.co.uk

**To apply: Closing date for applications:
12noon 20th September 2021**

Please complete an equal opportunities monitoring form and supply a CV providing details of your relevant experience, with specific reference to your own role(s) and responsibilities along with a covering letter of no more than 2 sides of A4 in 11 point Arial demonstrating why you are the right person for this role.

Send by email to: info@freedomfestival.co.uk by **midday 20th September 2021**. You will receive an acknowledgement of receipt.

Interviews for shortlisted candidates will be held at the Freedom Festival Arts Trust offices on **28th September 2021**.



FREEDOM festival



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T: +44 (0)1482 214036

E: info@freedomfestival.co.uk

www.freedomfestival.co.uk

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