



Events Coordinator

Hullabaloo! Offaly's Children's Arts Festival

Contract for Service



Introduction:

Hullabaloo! Offaly's Children's Arts Festival, is an important annual fixture in the county's calendar of culture and arts festival events. Now in its 18th year, the *Hullabaloo!* focus is on programming engaging and stimulating arts events for 3 – 12-year-olds and their families. The festival runs over four days during the October mid-term break *Wednesday 30 October – Saturday 2 November 2024* in Birr, Tullamore, Edenderry and Clara.

Birr Theatre and Arts Centre and Esker Arts are the principal delivery partners for *Hullabaloo! Offaly's Children's Arts Festival* and will manage the delivery of the programme for 2024, with support from Offaly County Council Arts Office and in partnership with Offaly Libraries, Clara Family Resource Centre and Creative Places Edenderry.

Birr Theatre and Arts Centre and Esker Arts are seeking to engage a temporary part-time coordinator to undertake the following work: -

The main duties include:

- **Programming and Scheduling:** The partner organisers will be putting out a call to artists wishing to participate in *Hullabaloo!* The selected coordinator will be responsible for the collation of submissions from artists and will work with the partners to develop a programme of workshops / performances to include the logistics of programming in numerous sites simultaneously i.e. times/dates/venues, facilitation agreements, etc. for all the festival events working to a given budget.
- **Brochures/online material:** The selected coordinator will prepare the content for the *Hullabaloo!* Festival programme, including drafting and proofing, for approval by the partners, before going to print.
- **Programme Distribution:** Work with partners ensuring the timely distribution of the festival brochures
- **On the Ground Assistance:** - Assist with 'on the ground' coordination during *Hullabaloo!* as required
- **Publicising the Events:** Work with the partners to co-ordinate a PR campaign for *Hullabaloo!*, ensuring brand continuity. Assist with publicising the events including Press Releases, social media advertising and launches etc.
- **Audience & Programme Evaluation:** Work with the partners to deliver a coordinated evaluation report including collation of feedback from audiences and artists.

Skills & Personal Qualities of the Ideal Candidate:

- Experience of programme scheduling and organising Arts Festival/Cultural Events (particularly children's / youth events).
- Proven track record of working to deadlines.
- Excellent communication skills, telephone, written and interpersonal skills required to deal with the public, artists and venues.
- Excellent organisational / project management skills.
- Very good public relations skills including experience of writing press releases, information brochures, social media posts and liaising with the media.
- Ability to work autonomously as well as part of a team.
- Hold a full driving licence in respect of Class B vehicles.
- Be available to work up to and including the festival – (planning / delivery dates between June – November as required (see key dates below).

Coordinator Work timeline and Key dates: The dates below are guidelines and will be agreed with partners on selection. The coordinator can work to their own timeframe i.e. start earlier and complete programming scheduling earlier if agreed with the partners. Regular update meetings with partners throughout the project will be required.

Key Dates	Actions
June	Devise programme based on submitted applications from artists Liaise with artists & venues. Seek additional artists if needed Begin scheduling of programme.
Throughout July	Completion of scheduling. Issuing of facilitator agreements Collection of information for compiling brochure.
August	Completion of Programme Event management plans with venues Finalising PR Plan with partners – to include launch/photo shoot, press releases and social media timeframe and strategy
September	Planning for Programme Distribution Work with partners in the implementation of the of PR campaign Press Releases/Social Media feed etc
October	Programme Distribution On the ground assistance in specified area during festival
November	Deadline_for Evaluation Report. Prepare statistical report based on audience figures booked and submit programme evaluation

Payment:

- A fully inclusive fee in the sum of €5,000.00 to include all VAT (if applicable) travel, subsistence, and any other costs that may arise will be paid to the successful candidate.
- The fee will be paid in two payments:
 - €3,000.00 at start of contract
 - €2,000.00 on Submission of *Hullabaloo!* Offaly's Children's Arts Festival Report after completion of event.

Selection Criteria:

In the selection of the coordinator, the following criteria will apply and will be weighted accordingly:

Arts Event Management experience – with focus on the delivery of arts events / festivals	30%
Budgetary / Financial Administrative Experience	30%
Marketing, PR and Communications Experience	20%
Knowledge of Arts/Cultural Sector in Co. Offaly	20%

Submitting your Application:

Closing Date:

No later than 4pm on Monday 10th June 2024

Please email to: info@HullabalooFestival.ie as [ONE ATTACHED PDF](#) document:

- A cover letter outlining your experience in terms of the above selection criteria detailing similar projects to-date demonstrating your experience to-date in arts event management, budgeting, and marketing.
- A CV with two named references
- Supporting materials to demonstrate experience as outlined in the criteria

Please submit all information saved in one PDF no larger than 5mb as they will get refused by our firewall. Further information or clarification can be sought from Birr Theatre & Arts Centre, Esker Arts or email us at info@HullabalooFestival.ie