

Assistant Festival Director | *Orkney International Science Festival*

We're looking for an Assistant Festival Director. It's a short-term post to the end of September, with the potential for continuation and development of the role into 2022 and beyond. The Assistant Festival Director will directly support the Festival Director and small festival team as they plan for the 32nd Orkney International Science Festival, in a second virtual edition which will run from 2-8 September 2021.

50 days, Fixed term (Fixed Fee of £4000).

The time involved is estimated at 30 days in the earlier preparatory period for the festival from June onwards, and then 20 days concentrated nearer the time and throughout the key festival delivery dates across 2-8 September. The work would involve a very varied mix of activities to support the Festival planning and delivery. As the Festival is being delivered online this year, location can be flexible in Scotland, provided you have good internet access.

Payment of £80/day. Hours can be flexible and might enable this role to fit with existing work commitments, for instance as continuing professional development. In the event of two outstanding candidates coming forward, job sharing might be possible.

Principal Accountabilities

Support the Director in the development and delivery of the Orkney International Science Festival 2021;

Support all aspects of the festival planning including the programme format and content, promotion and online delivery;

Liaison with festival speakers and participants and supporting organisations;

Provide operational advice and support during festival;

Oversight of content of festival website and social media channels ensuring clear messaging and maximising response from the public;

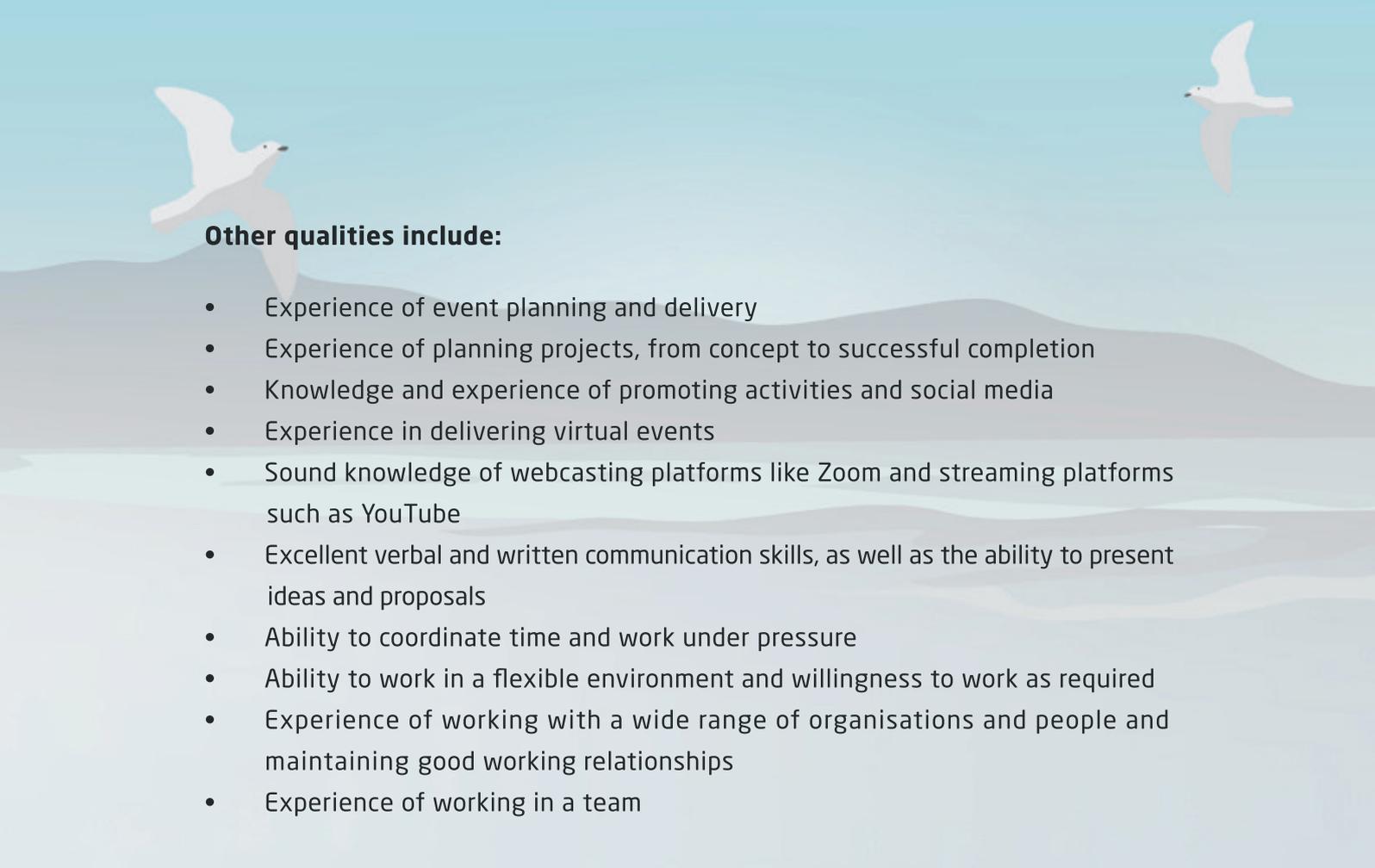
Support coordination of audience feedback and support post-event reporting;

Work closely with the festival team and support wider work as required.

Knowledge, Skills and Experience

A good science background is desired, and wide-ranging interests, with a particular interest in communication: speaking, writing, presenting, and using social media.

Also important are attention to detail and willingness to give total commitment to the festival's success, and a flexible and problem-solving approach.



Other qualities include:

- Experience of event planning and delivery
- Experience of planning projects, from concept to successful completion
- Knowledge and experience of promoting activities and social media
- Experience in delivering virtual events
- Sound knowledge of webcasting platforms like Zoom and streaming platforms such as YouTube
- Excellent verbal and written communication skills, as well as the ability to present ideas and proposals
- Ability to coordinate time and work under pressure
- Ability to work in a flexible environment and willingness to work as required
- Experience of working with a wide range of organisations and people and maintaining good working relationships
- Experience of working in a team

How to Apply

Applications should consist of a concise CV plus 100 words on what you could contribute to the Festival, and why you are right for the role. Please apply by email to orkneyscience@gmail.com, headed Assistant Festival Director, by Monday 24 May.

<https://oisf.org/>

<https://www.facebook.com/orkneyscience>

<https://www.youtube.com/user/OISFestival/videos>



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