

# NORTHERN BRIDGE CONSORTIUM

DOCTORAL  
TRAINING  
PARTNERSHIP

## BERWICK UPON TWEED FESTIVALS 2019

Various placement opportunities with the four festivals that run in the lovely town of  
Berwick upon Tweed

May – October 2019

**Flexible working available. Fully funded**

Berwick upon Tweed hosts four exciting and innovative festivals every year, and these festivals have collaborated to offer placement opportunities in 2019. These opportunities are flexible and there is scope for multiple placements. All will offer the placement holders invaluable experience in festival organisation, support, programming and delivery, in a beautiful setting.

**Berwick Heritage Open Days:** <https://www.heritageopendays.org.uk/about>

**Berwick Literary Festival:** <https://www.berwickliteraryfestival.com>

**Berwick Food & Beer Festival:** <https://www.berwickfoodandbeerfestival.co.uk>

**Berwick Film & Media Arts Festival:** <https://www.bfmaf.org>

Each of the festival teams has outlined a brief role specification, but this is indicative and can be negotiated.

### **1. Berwick Heritage Open Days 2019 (13-15<sup>th</sup> September 2019)**

- Attend Steering Group Meetings – take minutes and actions (monthly meetings but more frequent coming up to the event);
- Help prepare material for the national website, including text and images; promote events on social media and help create content for page on Visit Berwick;
- Liaise with other HODS organisers in North Northumberland to produce a definitive list of events for the area for promotional purposes;
- Help create window display for Marygate – co-ordinated with other Autumn Festivals;
- Manage master database for buildings and volunteers;

- Support preparation of Risk Assessments for properties; work with other Steering Group members to organise Building Co-ordinator and Volunteers meeting;
- Prepare packs for volunteers and buildings; assist in preparing the official booklet;
- Create a walk/talk which can be delivered over the weekend on history of allotments; produce a research report and provide a template for the walk for delivery in future years.
- Work with the volunteers, particularly in encouraging them to undertake research on buildings which are open and possibly create small displays;
- Attend the Volunteers coffee morning in July and the event itself in September;
- Develop family activities on some sites on something for children to look out for if they go around various sites (July onwards);
- Assist in creation of content for exhibition at Town Hall;
- Develop the social media presence of Berwick HODS
- Attend the Berwick HODS weekend and assist the organisers in ensuring that the weekend runs smoothly
- Collate evaluation and post event statistics.
- Assist the Steering Group in identifying, organising and delivering Heritage Open Days badged events in Berwick over the Film and Media Festival weekend.

## ***2. Berwick Literary Festival 2019 (17<sup>th</sup>-20<sup>th</sup> October 2019)***

- Working with the people arranging the programme to liaise with contributors about their sessions and their requirements for (e.g.) technical equipment;
- Coordinating the festival's links with the three or four venues used in Berwick-Upon-Tweed during the festival weekend;
- Liaising with printers over publication of the festival's programme and other publicity material;
- Liaising with schools and care homes over the work we do with them;
- Working with the volunteer members of the Steering Group on their areas of responsibility;
- Assisting in the training and coordination of the 40 or volunteers who act as stewards at events;
- Creating publicity materials for local media;
- Writing brief reports for funding bodies;
- Attending Steering Group meeting at approximately monthly intervals;
- Attending events during the Festival weekend in October and assisting with IT and AV equipment for contributors

### **3. Berwick Food and Beer Festival (6-8 September 2019)**

- There is no full-time role for this festival, but they wish to co-ordinate with the other festivals on environmental issues that affect each of them; for example recycling, parking, packaging and others.

### **4. Berwick Film & Media Arts Festival 2019 (19-22 September 2019)**

- Work with Programme Assistant to plan and book travel for all invited artists and filmmakers. This will include liaising directly with artists and filmmakers to establish itineraries and suitable travel arrangements;
- Work with Programme Assistant to ensure all festival guests are accommodated in appropriate hotels/B&Bs/homestays;
- Work with festival CMS system Filmchief to ensure information on guests is correctly registered and up to date;
- Work with festival team and Filmchief to establish guest lists for Festival passes, and ensure this information is correctly communicated to Box Office;
- Ensure guest's arrival in Berwick is planned (station meets/airport pickups/etc) and that guests are able to check into their accommodation; assist festival guests in planning their departure and successful onward travel;
- Work with Volunteer Coordinator to effectively plan and manage the Festival Information Desk;
- Be the main point of contact at the Festival Information Desk throughout the Festival, with support from volunteers;
- Manage guest itineraries, ensuring guests are know their schedule while in Berwick, are able to access meals, and are able to attend social events; help manage festival social events;
- Assist festival guests to make contact with other guests to maximize the professional benefits for artists and arts/film professionals attending;
- Participate in post-festival debrief.

Ideally, the candidate(s) would be available in May/June for a few days, July/August for 18 days (2 days per week), for 3 days during the week of 2 September and 9<sup>th</sup> September; and for the seven days of the festival (13-22 September) with two further days in the weeks of 23<sup>rd</sup> and 30<sup>th</sup> September for the de-brief (or a total of 33 days).

#### **What we're looking for:**

- You must be a Northern Bridge award holder
- Excellent verbal and communication skills
- Excellent organisational skills

- Excellent interpersonal skills
- Initiative and creativity in problem solving
- Ability to apply research skills in a new professional context
- Ability to work effectively as part of a team
- Ability to work unsupervised when necessary
- Experience of using IT systems including Word, Excel and databases and social media

### **INTERESTED?**

To apply for these placements please submit to [northernbridge.admin@ncl.ac.uk](mailto:northernbridge.admin@ncl.ac.uk) a 250-word expression of interest and a CV by **Tuesday 14 May 2019**, specifying your area of interest, explaining your interest in the placement, how you fulfil the criteria, and how this placement would support your training and development needs.

Please note that the Northern Bridge Training Grant will be able to meet reasonable travel, accommodation and subsistence costs associated with undertaking this placement.

