



JOINING AND EMPOWERING INDEPENDENT FESTIVALS

Job Title	Membership and Project Coordinator.
Organisation	The Association of Independent Festivals (AIF)
Location	London
FT/PT	Full-Time
Application deadline	Wednesday 24 th January 2018.
Interview dates	Week commencing 5 th February 2018.
Start date	TBC- February / March 2018.
Salary	£20-£22,000 per annum.

Job Description

About AIF

National trade organisation The Association of Independent Festivals (AIF) is the UK's leading festival representative body. AIF is a not for profit entity, with the key objectives of helping the businesses of its festival members, and the overall needs of the independent festival sector.

Established in 2008, the AIF has grown to be a vital support network for independent festivals promoters, creating a national network of promoters, offering a range of member services, lobbying on behalf of the sector and producing conferences and training events. The combined attendance of AIF's member events now exceeds 800,000 and our members generate in excess of £200m in audience spend for the UK economy each year. AIF has 65 member events, ranging from the 800-capacity Starry Skies to the 60,000 capacity Boomtown Fair.

The Association features some the UK's most successful and creative events in the UK as members including the likes of Bestival, Boomtown Fair, Shambala, End of the Road, Kendal Calling, Liverpool Sound City, 2000 Trees, Boardmasters and many more.

There are various strands to AIF's work:

1. **Creating a national network of leading independent festival promoters:** The core reason that the association was formed was to enable promoters to connect to each other, share information, take the temperature of the industry and shape collective action. Member meetings take place four times a year, working through a structured agenda of issues facing members and AIF activities. In addition, members connect informally throughout the year, with AIF acting as a channel for enquiries and information sharing in a range of areas.
2. **Business support and development:** We offer members a range of tangible benefits and support services for their individual businesses. These include a free legal helpline, financial health checks, exclusive resources and industry guides, a mentoring scheme within the membership and training events and workshops alongside exclusive discounts and cost savings through the Friends of AIF scheme.
3. **Campaigns and initiatives:** AIF is the collective voice of the independent festival sector, directly representing and lobbying to Government on issues such as policing costs to secondary ticketing, business rates on festival and events sites and more. AIF also sits on the board of the UK Live Music Group at UK Music, the umbrella organisation that represents the commercial music industry to Government. In addition, we plan and deliver hugely impactful public facing campaigns on issues facing the industry, such as legal highs and in 2017 the 'Safer Spaces' campaign- a coordinated digital blackout and media campaign to raise awareness around sexual assault at festivals.
4. **Festival Congress:** AIF has developed Festival Congress, a two-day conference and independent festival awards into a flagship event for the independent festival industry, selling the event out for four consecutive years and attracting 449 attendees in 2017 and attended by over 80% of our members. The first four years of the event took place in Cardiff, with the event taking place in Sheffield for the first time in 2018.

For more information about AIF and our membership, go to www.aiforg.com

About The Role

We are looking for a new Membership and Project Coordinator to assist the General Manager of AIF with the day-to-day organisation and administration of the association.

This is primarily an administrative role, with a significant amount of office-based work.

This will include but is not limited to: processing membership applications, arranging mail-outs and communications to members and friends of AIF, basic financial tasks such as issuing invoices and collating data, organising meetings, diary management, taking minutes and various other administrative tasks.

In addition, this person will be the initial daily point of contact for our members and will assist the General Manager in retaining a high level of service and pro-actively growing the AIF membership and friends

scheme, alongside the delivery of various AIF projects and initiatives.

This will include providing support in the organisation of AIF's annual Festival Congress event and coordinating other AIF events and workshops throughout the year.

In addition, this person will be responsible for updating website content and managing all AIF social media platforms.

About You

You will be a quick learner with solid all round administrative skills. You will be extremely IT literate, reliable and a confident communicator. AIF are looking for an enthusiastic person who is capable of delivering as part of a small team, maintaining a clear head and prioritising under pressure. You will have excellent time management skills, with a proven ability to work to deadline.

Administrative experience is key to this role and experience of working on events, specifically industry conferences and workshops would be beneficial. An active interest in the independent festival sector and the role that trade associations play is essential and a demonstrable knowledge of the wider festivals and events landscape is advantageous.

This is a fantastic opportunity for the right candidate seeking to advance their career in the festival and events industry while developing their administrative and project coordination skills.

Experience

Essential Experience:

1. Some experience in an administrative role within an office environment and in maintaining and improving administrative systems.
2. Excellent IT literacy: A good understanding of Microsoft Office, Mailchimp, Wordpress and various other programmes. A basic understanding of HTML.
3. Experience in producing content, managing websites and strong knowledge of maximising social media channels.
4. Some basic event management experience, specifically working on industry workshops / conferences.

Desirable Experience:

1. Prior experience specifically in the festival and events industry and / or a relevant qualification at degree level.
2. Basic design skills, i.e. the ability to use design programmes to produce basic promotional materials, newsletters and website content.
3. Experience of basic financial administration.
4. Previous experience working within a membership organization or trade association or at an Small to

Medium Enterprise (SME) within the events industry or wider arts.

To Apply

Please email your CV and a brief covering letter to AIF General Manager Paul Reed: paul@aiforg.com by the application deadline- **5pm on Wednesday 24th January 2018**.

Interviews will commence during **w/c 5th February**.