

## International Ceramics Festival Administrator



**Salary: Pay £15 per hour depending on experience**

**This is a part-time role for an initial period of 9 months – on average 28 hours per month or 1 day a week. Flexible working mainly from home but preferably mid or West Wales based.**

The International Ceramics Festival, Aberystwyth is seeking to appoint a Festival Administrator who will work with the Board of Directors and the Festival Coordinator to deliver one of the foremost ceramic events in the UK. This is an opportunity for a person with good administrative skills who welcomes the challenge of working in a dynamic arts environment.

Organised collaboratively between North Wales Potters, South Wales Potters, Aberystwyth University and Arts Centre, the Festival brings together ceramic artists to showcase their work through demonstrations, exhibitions, kiln firings, films and lectures. The Festival offers an exciting networking occasion and knowledge and skills exchange for all those interested in contemporary ceramics.

The closing date for applications is 12 noon on **Thursday 24 November 2022**. We'll confirm receipt of your application by email. Please note that we are only handling applications electronically. We hope to hold interviews early in December with the start date **Monday 10 January 2023**.

### **Administrator International Ceramics Festival**

As Festival Administrator you will have an exciting and central role in the organisation of the Festival in July 2023. After a period of re-organisation since the Pandemic we are establishing two lead positions to work with the Board of Directors to run the event. The Festival Administrator, working in collaboration with the Festival Coordinator will manage their own teams of other short-term contractors to cover specific tasks, for example marketing, social media, signage, etc., depending on the skills of the successful applicant.

To apply

Please email your CV to [chair@icfwales.co.uk](mailto:chair@icfwales.co.uk), and also attach a covering letter of no more than 500 words.

You should explain concisely why you would be the ideal person for this role detailing how your experience, abilities and qualities fit the person specification below. Your application will be scored against this specification. Please also include the names and contact details of two referees, and your availability between 5 and 9 December so that we can make appropriate arrangements. If you need more information before you apply, please contact us by emailing [chair@icfwales.co.uk](mailto:chair@icfwales.co.uk).

Further details of the Festival and the job details

## **The International Ceramics Festival**

### **When is it?**

Initiated in 1987, the International Ceramics Festival (ICF) is one of the major events in the ceramic calendar. The next Festival is in 2023.

### **Where is it?**

The Festival runs every second year over a summer weekend in July welcoming over 1000 people to a beautiful setting overlooking the sea at Aberystwyth Arts Centre, West Wales.

### **Who comes?**

Professional ceramicists, art and ceramics students, educators, curators, collectors, amateur and hobby potters and craft enthusiasts and people from the local community.

### **Who are the international demonstrators?**

In over 30 years the Festival has featured more than 200 celebrated ceramicists from the UK and around the world including Europe, North America, Japan and China. Potters from Africa, India, Indonesia and South America also participate, in some cases giving a unique opportunity to witness traditional methods of making and decorating ceramics. For example, in 2019 the Festival featured potters from Uzbekistan.

### **What does the Festival offer?**

Visitors can see demonstrations, watch spectacular kiln firings, attend lectures, take part in discussions, see films and exhibitions and visit trade stands. Festival goers can freely interact with demonstrators in their work areas and there are also hands-on activities open to all. In 2021, despite the pandemic, we were able to run a 'blended' festival with on-line presentations and some community activities at the Arts Centre. We plan to use some of that experience.

### **What are the exhibitions?**

The selling exhibitions include one of recent work by the invited demonstrators; a separate show of ceramics by North and South Wales Potters; the Cup Sale, and an exhibition of Emerging Makers work.

There are also special exhibitions in the main Arts Centre Gallery and in the Ceramics Gallery where the major historic collection of studio pottery is always on show.

### **Support**

The Festival has a grant from Arts Council Wales.

### **Role specification**

Terms: Independent Contractor (Self-employed)

Rate of Pay: £15 per hour depending on experience.

Hours:

- Initially, 28 hours per month (4 days equivalent) to include attendance at the on-line board meeting usually on the second Wednesday of each month from 10.00 to 1.00.
- Additional hours as discussed and agreed with the board of directors in the lead up to the Festival.
- The role holder will be required to submit a report of work completed and an invoice to the monthly board meeting for authorisation.

Place: Work from home and preferably based in mid or west Wales. Most meetings will be online but some attendance in Aberystwyth in the lead up to the Festival is expected

The successful applicant may be required to provide documentation under the Immigration, Asylum and Nationality Act 2006. Offers of employment are subject to the receipt of satisfactory references.

The post is available from the middle of January 2022 with attendance at the January board meeting.

### **Main Duties & Responsibilities**

#### Administration

- Arrange and manage, in collaboration with the chair of the Board of Directors, the monthly meetings and other meetings as required.
- Maintain records of the Board and Festival activities including minutes of meetings and contact lists.
- Oversee the completion of all Festival contracts and maintain related records for Festival artists and subcontractors.
- Oversee the recruitment of the Festival Assistants
- Oversee the evaluation activities of the Festival and prepare evaluation reports

#### Publicity and Marketing

- Maintain and develop the bilingual International Ceramics Festival website.
- Implement the bilingual social media campaign for the Festival in 2023.

- Coordinate the design and print of the Festival brochure
- Coordinate the advertising and marketing to Higher Education Institutes, other ceramic organisations and in local publications.

#### Artists, Exhibitions, Trade Stands and Programmes

- Oversee the Festival artists arrangements including travel and accommodation.
- Oversee the arrangements for the Festival exhibitions, working with the Board of directors, Aberystwyth Arts Centre, North Wales Potters, South Wales Potters and the Festival Coordinator.
- Recruit and manage Festival trade stands e.g. HE institutions, ceramic materials and equipment suppliers, international groups, potters' organisations.
- Work with the Board of directors in the Emerging Makers Programme and Residencies.

#### Team working, networking and liaison

- Work closely with the ICF Board of Directors and the Festival Coordinator in administration, publicity and marketing tasks and in the delivery of the Festival.
- Manage the Festival Office for the duration of the Festival including preparation and take down.
- Manage the team of subcontracted staff in relation to administration, marketing and publicity.
- Liaise and develop good working relations with our partners and shareholders; Aberystwyth University, Aberystwyth Arts Centre, South Wales Potters, North Wales Potters, arts organisations, sponsors and marketing and publicity contacts.

#### Any other duties

- Other agreed duties as negotiated and agreed between the role holder and the ICF Board of Directors.

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education, training and qualifications</b>	<ul style="list-style-type: none"> <li>● A good level of education</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Working in a team</li> <li>● Administration within an organisation or team</li> <li>● Developing and maintaining a website</li> <li>● Minute taking and writing reports</li> <li>● Monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>● Producing marketing and/or publicity material</li> <li>● Fundraising and grant application</li> <li>● Working within a festival environment</li> <li>● Working with ceramics and/or ceramicists</li> <li>● Production and event management.</li> </ul>
<b>Abilities and qualities</b>	<ul style="list-style-type: none"> <li>● Manage time and deadlines effectively</li> <li>● Manage expectations professionally</li> <li>● Communicate effectively, accurately and professionally in spoken and written form</li> <li>● Record, manage and report information accurately and with attention to detail</li> <li>● Good understanding of social media</li> </ul>	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>● Excellent organisational skills</li> <li>● Digital proficiency</li> <li>● Understanding of website development</li> <li>● Knowledge of the Welsh language</li> </ul>	<ul style="list-style-type: none"> <li>● A knowledge and understanding of ceramics and the arts</li> <li>● Fluency in Welsh in both written and spoken form</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● A positive and enthusiastic approach.</li> <li>● A flexible attitude to all aspects of the job and to working as part of a team</li> <li>● Able to use initiative</li> <li>● Able to work independently and from home as required</li> <li>● Remain calm and objective under pressure and polite in working relationships</li> </ul>	