

Jersey Festival of Words

Job Description

Deputy Festival Director

Reporting to: Festival Director

About Jersey Festival of Words

The Jersey Festival of Words is Jersey's well-established literary festival, bringing together writers, thinkers and readers for a celebration of words, ideas and storytelling. The Festival hosts a diverse programme of events across a range of Island venues, working with local, national and international authors, partners and sponsors to deliver an outstanding cultural experience.

The Festival has grown significantly in recent years in terms of audience reach and the breadth of its programming. Our aims are to ignite a passion for the written and spoken word, to nurture and platform writers at all stages of their careers, and to create a meaningful cultural legacy for Jersey.

Job Purpose

Provides crucial operational, administrative and logistical support to the Festival Director.

Working alongside the Festival Director to shape and deliver the Festival programme, deputising as required, representing the Festival and contributing to the creative evolution of JFOW.

Take on an on-site leadership role during Festival Week, with supervisory responsibility for ensuring the effective delivery of operational requirements.

The role is designed to evolve, enabling the post-holder to develop it based on their capabilities and experience.

Employment Details:

£40,000 per year – dependent upon skills and experience.

Permanent contract, 37.5 hours FTE.

Post requires candidate to be entitled for work: Yes

This is not a standard 9–5 role and requires a passionate, committed, and delivery-focused approach, alongside the flexibility to work beyond regular hours during peak periods and key events.

Key Responsibilities

The Deputy Festival Director works closely with, and under the guidance of, the Festival Director, while independently managing key workstreams and contributing to overall Festival leadership.

Strategic Delivery

1. Contribute to the development and delivery of a flagship festival that has local and national significance and that celebrates Jersey.
2. Work with the team to strengthen JFOW's position as a leading festival that presents, commissions and produces great work, supporting artistic development, engaging audiences and communities both locally and nationally.
3. Champion diversity, equity, inclusion, removing barriers and widening participation of access for artists and audiences.
4. Aid the promotion of JFOW's message to the artistic sector, media, audiences and the public, and act as an advocate, spokesperson and leader for the Festival.
5. Produce a post-Festival report for the Festival Director and JLFA Board.
6. Fulfil any other duties as may be required by the Festival Director and JLFA Board as they arise in an ever-changing and evolving landscape.

Programming

7. Contribute to the delivery of a multi-disciplinary programme of engaging and high-quality content.
8. Contribute to the creation of the printed Festival programme and website content, and copy-edit/proofread as required.
9. Ensure inclusion and participation is embedded in the Festival programme, engaging with artists, communities, and audiences.
10. Build and maintain partnerships with existing local stakeholders and creative collaborators.

Financial Control & Management

11. Help to deliver the Festival programme on time and on budget.
12. Support the Festival Director by actively contributing to the promotion and application of best practice in governance, in line with all legislation and guidelines for registered charities.
13. Work alongside the Festival Director to lead operational teams, with accountability for supervising and developing direct report(s).

Operational

14. Ensure the Festival's objectives and activities are communicated effectively.
15. Play a key role in the production and delivery of the Festival and associated events, leading on operational delivery including venue management and on-site logistics.
16. Administrative duties may include communicating and assisting with the timetabling of Festival guests and their arrangements.
17. Building and leading the 'on the ground' team, including coordinating volunteers and volunteer rotas, and liaising with other events colleagues and contractors.

Marketing & Communication

18. Contribute to the successful implementation of marketing and PR strategies and plans.

Promotion and Representation

19. Attend networking events as required.
20. Advocate for the arts and in the business, not-for-profit and other related communities.

Person Specification**Post requires candidates to be Entitled for Work: Yes**

Attributes	Essential	Desirable
Qualifications		
Degree and/or relevant professional experience	Y	
Knowledge & Experience		
Proven experience in arts, events, publishing, or festival management		Y
Experience of supervising staff and/or volunteers	Y	
Experience supporting the planning and delivery of events	Y	
Proven experience of project management skills with ability to manage multiple priorities	Y	
Experience of supporting budget management and contributing to financial reporting processes		Y
Work-based Skills		
Excellent interpersonal and communication skills, in-person and written	Y	
Confident IT skills including MS Office or equivalent	Y	
Self-motivated, reliable, flexible and calm under pressure	Y	
Problem-solving and solution-focused approach	Y	
High level of accuracy and attention to detail	Y	
Passion for literature, the spoken and written word	Y	
Flexible working, including evenings and weekends	Y	