

HADRIAN'S WALL  
**1900**  
FESTIVAL  
24 JANUARY - 23 DECEMBER 2022

## **FESTIVAL INTERN: PROGRAMMING**

<b>Role:</b>	Festival Intern: Programming
<b>Contract:</b>	Freelance. Applicants are responsible for their own tax and national insurance payments.
<b>Application deadline:</b>	12noon, Friday 1 July
<b>Timescales:</b>	July - December 2022
<b>Fee:</b>	£4,000 based on approximately 50 days at £80 p/day

### **BACKGROUND**

[Hadrian's Wall 1900 Festival](#) celebrates the 1900th anniversary of the beginning of the construction of Hadrian's Wall. It commemorates 1900 years of history of the UNESCO World Heritage Site (WHS), recognised locally, nationally, and internationally, as a cultural and historical asset of Outstanding Universal Value to humanity.

Throughout 2022, a programme of events and activity which celebrates 1900 years of Hadrian's Wall is being presented by local societies, interest groups, community and arts organisations, creatives, local authorities, visitor attractions, venues, and individuals. It takes place across the length of the Hadrian's Wall Frontiers of the Roman Empire UNESCO World Heritage Site, from Wallsend to Ravenglass (73 miles/118km of Wall, and 140 miles/215km in total).

From community events to high profile arts commissions, Hadrian's Wall 1900 provides opportunities for everyone to celebrate and find their connection to the World Heritage Site whether it be Roman history, dark skies, the natural environment, cultural diversity, food, music, the arts and more.

Hadrian's Wall 1900 is coordinated by the Hadrian's Wall Partnership in collaboration with local organisations, communities, and individuals.

The Hadrian's Wall Partnership is a voluntary body made up of organisations responsible for the UNESCO World Heritage Site status of Hadrian's Wall. Find out more about the partnership [here](#).

## **BRIEF**

Hadrian's Wall 1900 Festival is looking for an exceptional individual to complete this unique Festival Internship and work closely with the Festival team on the Hadrian's Wall 1900 Community Grants programme, Volunteer programme and creative programming elements of this complex, year-long Festival.

The Festival is made up of activity presented by Activity Organisers from local societies, interest groups community organisations, arts organisations, local creatives, local authorities, visitor attractions, venues, and individuals.

The Festival will present a small number of high-profile Keystone commissions/events, which will be delivered by the Hadrian's Wall 1900 team. These include *Intervention in the Landscape* - a sculptural artwork presented in a rural location and Festival of Saturnalia - a wall-wide community celebration with a touring intervention to close Hadrian's Wall 1900.

To date we have not been able to offer funding to Activity Organisers to support their festival events and activities, however, thanks to funding recently secured from National Lottery Heritage Fund we are now running the [Hadrian's Wall 1900 Community Grants programme](#) to support the delivery of Festival activity.

This is an exciting new venture which will give the opportunity to many more community groups and organisations to realise their ideas, to enhance existing plans and to inspire many more people to become part of Hadrian's Wall 1900 Festival.

A Volunteer programme is currently being designed to offer meaningful opportunities to people across the length of the wall to get involved in supporting roles. This will support our Keystone events as well partner and community Activity Organisers.

The Programming Intern will provide key support for the Hadrian's Wall 1900 Community Grants programme, the Volunteer Programme and elements of the Keystone events.

The Programming Intern will be supported through work-based and task-based learning with the aim of skills development and support of the overall Festival programme. The Programming Intern will work closely with the Festival team to support the advertisement, processes, applications and administration of the Community Grants programme. They will support the Engagement and Volunteer Programme Coordinator on the recruitment and ongoing comms and liaison around the Volunteer programme, as well as providing regular updates and support for Activity Organisers in the delivery of their events and being part of the creation and development of keystone activity.

The fee is fixed for the complete duration of 6 months. The days are based on approximately 1.5 days a week. We will work with the Intern to develop the best working patterns based on the timeline of the Community Grants and the Volunteer programme

activity, and the intern's other commitments. This means that there may be weeks where the intern works more or less than their allocated 1.5 days.

This role would suit a recent, or upcoming graduate who is interested in community engaged arts, culture, and heritage events.

This is a freelance role, and therefore the applicants will be responsible for their own tax and national insurance payments.

## **JOB DUTIES AND RESPONSIBILITIES**

Provide support and assistance to the Coordinating Producers across their entire scope of work including:

- Supporting the administration and development of the Hadrian's Wall 1900 Festival programme, including but not limited to:
  - Supporting the Assistant Producer with communication with activity organisers to keep them informed of Festival activity, updates and to gather required information from them
  - Attending meetings and taking minutes as required, to support the reporting of progress of project elements.
  - Working closely with all members of the festival delivery team to provide necessary updates and information.
  - Being part of the creative development of keystone events
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- Supporting the administration of the Hadrian's Wall 1900 Community Grants programme including, but not limited to:
  - Managing the Community Grants inbox
  - Administering the applications to the programme including preparing applications to be reviewed by the panel.
  - Being an active member of the Community Grants panel to make decisions around the projects that should be funded.
  - Communicating with successful and unsuccessful applicants.
  - Supporting with the development of Grant Funding Agreements for successful Grant recipients.
  - Working with successful Grant recipients to ensure they have the assets and information they need to acknowledge their funding.
  - Supporting the panel in holding an overview of applicants, and available funding for each round.
  - Administering the Evaluation reports to the programme including preparing reports to be reviewed by the panel.

- Supporting the Engagement and Volunteer Coordinator with volunteering activity and programme, including but not limited to:
  - Supporting with recruitment drives by providing the marketing team with relevant copy, images, and other information.
  - Setting up and attending meetings as required.
  - Supporting in fact finding activity to inform the shape of the programme.
  - Supporting with the administration around the Volunteer programme, such as contact databases, expenses, uniforms, etc.
  - Supporting the communications with volunteers as required around opportunities and follow up feedback
- Contributing to the development and successful delivery of the overall Festival.
- Observing and upholding relevant policies on procurement, sustainability, equal opportunities, volunteering, health and safety, and evaluation and monitoring.
- Any other duties that are commensurate with the post as agreed with the Coordinating Producers.

## **PERSON SPECIFICATION**

### **Experience, Knowledge and Skills**

- Some experience of working, volunteering or involvement in the arts, heritage and/or cultural sectors
- Good IT skills
- Confidence using the IT platforms Zoom, Microsoft Office, Google Suite and Dropbox
- Excellent administrative and organisational skills
- Experience of dealing with people diplomatically and effectively

### **Desirable Skills & Experience**

- Some experience of working on Festivals and Events
- Driving License

### **Key Attributes**

- Positive, proactive, self-motivated and flexible approach
- Passion for the arts, heritage, and cultural sectors
- Ability to work on their own as well as part of a team
- Ability to use initiative
- Able to manage time effectively
- A creative approach to problem solving and an ability to make things happen
- Excellent attention to detail
- Able to carry out work under pressure and maintain good humour and diplomacy
- A willingness to work evening and weekend hours when necessary
- A desire to learn and develop
- A commitment to diversity and inclusion in the arts, heritage and culture

- Great communication and people skills in emails, phone calls and in person
- Interest in working across different sectors and with different partners and stakeholders
- Enjoys being part of a team but can also work on tasks independently

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We particularly encourage applications from people who identify as disabled, neurodivergent or with long term illness, LGBTQ+ and people who experience racism, as these people are currently underrepresented in our team.

### **PROCESS OF APPOINTMENT**

To be considered for this role please provide:

- A written statement about how your experience and skills meet the specifications of the role and what interests you about the position (max. 1000 words)
- CV
- Links to any relevant websites illustrating previous experience (non-essential but these could be other projects that you have worked on, volunteered for or been involved with)
- Name of two independent referees from training, education or recent projects

Please email these to Hadrian's Wall 1900 Assistant Producer, Sophie Halford [info@hadrianswall1900.co.uk](mailto:info@hadrianswall1900.co.uk) with the subject "HW1900 Festival Intern: Programming".

Proposals should be submitted no later than **12noon** on **Friday 1 July**.

Interviews will be held in the week of **4** or **11 July**.

If you have any questions about the role, please email [info@hadrianswall1900.co.uk](mailto:info@hadrianswall1900.co.uk)