



JOB ADVERTISEMENT – APRIL 2014 FESTIVAL DIRECTOR

The Shubbak Festival of Contemporary Arab Culture is seeking a new Festival Director to lead and oversee the next edition of the festival in 2015.

Shubbak was originally launched as an initiative of the Mayor of London in July 2011 and was London's first ever festival of contemporary Arab culture, encompassing film, dance, theatre, poetry, literature and the visual arts. Since then, it has been set up as a charity and has run a second edition in 2013.

The founding Festival Director has now stepped aside and the board are seeking a dynamic replacement who can continue to provide leadership and direction for the continuing success of the festival.

The next festival will run from 11 – 25 July 2015. The new Festival Director will be expected to work closely with the Artistic Director, who is responsible for developing the programme content.

Main Duties & Responsibilities

In close consultation with the Chair and the trustees, the Director will

1. Be responsible for the administrative running of the charity, including filing annual returns, coordinating with the Charity Commission and HMRC and handling all the paperwork connected to the charity.
2. Work closely with the Trustees to develop a fundraising strategy for the 2015 edition of the festival and beyond. The fundraising approach must also be run in close coordination with the Artistic Director.
3. Be responsible for the preparation of all sponsorship proposals and public, trust and foundation funding applications.
4. Manage the festival budget and oversee all accounting processes for the charity.
5. Maintain relationships with current stakeholders, including patrons, and develop new relationships with key cultural organisations and individuals both in the UK and across the Arab region.
6. Working with the Artistic Director, develop new ways of ensuring Shubbak represents a platform for the very best contemporary artists, musicians, writers, filmmakers, architects and designers practising in the Arab world

today.

7. Oversee the work of the Artistic Director, ensuring regular reporting meetings.
8. Oversee quarterly board meetings and provide regular updates to Chair and the trustees.
9. Act as an ambassador for the Festival and its representatives.
10. Oversee all marketing and press activity of the Festival.
11. Adhere to Festival values, policies and procedures.
12. Produce a comprehensive evaluation report, in partnership with the Artistic Director, at the end of Festival period in 2015.

Required Skills and Experience

Professional Experience

1. Sound administrative, organisational and financial skills.
2. Excellent fundraising skills and key contacts across the sector – both in the UK and in the Arab world.
3. Excellent communication and negotiation skills – written, verbal and inter-personal.
4. Substantial record and experience in marketing and public relations
5. Proven budget management skills.
6. Proven ability to work with a diverse range of stakeholders.

Personal Qualities

The incoming Festival Director must be a:

1. Creative thinker with proven ability to work on one's own initiative as well as part of a team.
2. Have a commitment to achieving the highest professional standards.
3. Possess a confident, outgoing and enthusiastic personality.
4. Be a problem solver and be able to adapt quickly to changing circumstances.

Terms of Engagement

The role will be offered on a temporary or freelance contract basis for an individual for a fixed term to run until 1 September 2015, with a starting date anticipated no later than June 1 2014. Flexible hours and competitive financial terms will be discussed at interview with individual candidates.

Number of days, salary and expenses will be discussed at interview stage.

If you are interested, please write to Sue Davies on sue.davies@shubbak.co.uk (please do not telephone) with a note of introduction outlining what you believe you can bring to Shubbak, your full contact details and a comprehensive CV.

Application Deadline Friday May 2 2014 at 6pm.