



ENCOUNTER FESTIVAL ADMINISTRATOR BRIEF

Administrator Introduction

Encounter Festival is seeking a freelance Administrator to support delivery of Encounter Festival (21st and 22nd September 2024). The Administrator will work closely with the Executive Producer and Preston City Council events team. This role will perform an administrative function across all aspects of the organisation to include contracting, financial administration, production and marketing. The role will be performed between April 2024 – October 2024.

- To administrate the festival schedule in liaison with the Executive Producer, PCC events staff, artists and community groups.
- To complete and distribute contracts, administer supplier information and facilitate purchase order numbers and invoice processing.
- Be the key contact for professional performers, community groups and artists through the festival period.
- Develop, coordinate and disseminate key information re the festival to participants about workshops, rehearsals, key dates and logistics.
- To schedule meetings, take minutes, distribute agendas etc.
- To work closely with festival volunteers as necessary.
- Set-up and administer systems for collecting evaluation data.
- To work closely with the PCC communications team requesting and sharing artist information.
- To schedule workshops as required for engaged delivery programmes.

Payment terms

The role is -

- Part-time
- Freelance
- Duration: Average 1.5 days per week delivered flexibly as production requires between April and October 2024.
- Total: 39 days.
- Fee: £175 per day paid through submission of invoice.
- Reporting to: Executive Producer
- Total contract: £6,825

Please send a CV and 2 examples of previous relevant work along with a short covering letter to esther@lancsencounter.co.uk