

## Job Description

Job Title:	Deputy Festival Director
Location:	Guernsey
Responsible to:	Festival Director
Hours:	A maximum of 500 hours over the year, predominantly from September to May. Some evening and weekend work during Festival
Salary:	On application
Employment Basis:	Self Employed/Part Time

### About the Guernsey Literary Festival

The Guernsey Literary Festival is a major highlight in the island's cultural calendar, bringing world-renowned writers, speakers and thinkers to Guernsey. With a diverse programme for all ages and interests, the Festival also showcases local literary talent. Following our growing success, we are looking to expand our team with the following position.

### The Role

The Deputy Festival Director provides crucial support to the Festival Director across programming, operations, marketing and volunteer management. With specific responsibility for the Festival programme, this role will deputise on behalf of the Director as required, and represent the festival as needed.

The role is designed to evolve, enabling the post-holder to develop it based on their capabilities and experience, with a view to possible succession planning and long-term operational resilience. It requires a passionate, committed and delivery-focused approach, alongside flexibility to work beyond regular hours during peak periods and the Festival itself.

### *Programming Director*

- Lead the planning and delivery of a multi-disciplinary programme of engaging, high-quality content, and in line with the Festival's three year strategic plan
- Ensure inclusion and participation are embedded in the Festival programme, engaging with artists, communities and audiences.

- Responsible for the delivery of the printed and online Festival programme, including copy-editing and proofreading as required.

#### *Marketing & Comms*

- Work alongside the Marketing & Comms manager to ensure programme content is consistent with the Festival's mission, vision, values and messaging.

#### *Oversight of Volunteering*

- Oversight of the Volunteers Coordinator, providing direction, support and regular check-ins throughout the Festival cycle.
- Ensure the volunteer programme is appropriately resourced and that recruitment, briefing, and scheduling are delivered to a high standard.
- Act as the escalation point for the Volunteers Coordinator during the Festival period, including handling any significant cancellations or travel disruption.
- Ensure volunteers are well recognised for their contribution and that a thank-you and feedback process is in place after the Festival.
- Review the post-Festival volunteer report produced by the Volunteers Coordinator and incorporate key findings into the Festival report.

#### *Funding & Sponsorship*

- Lead on the expansion of the Patron and Member schemes, actively recruiting new subscribers, managing communications, and ensuring a high-quality experience that reflects their contribution to the Festival.
- Support the Festival Director in managing existing sponsor relationships, and ensuring they feel valued and engaged throughout the year.
- Contribute to the development of new sponsorship opportunities, helping to grow and diversify the Festival's income base.

#### *Finance & Governance*

- Help to deliver the Festival programme on time and on budget.
- Support the Festival Director in contributing to best practice in governance, in line with all legislation and guidelines for registered charities.
- Assist with budget monitoring and contribute to financial reporting processes as required.

#### *Operational & General Duties*

- Play a key role in the production and delivery of the Festival and associated events, including on-site logistics.

- Liaise regularly with the Festival Director, Volunteering and Finance team.
- Attend steering group meetings as required.
- Fulfil any other duties as may be required by the Festival Director as they arise.

*Note: This job description is not exhaustive. Flexibility is required, and other reasonable tasks may be assigned as needed.*

## Person Specification

### Knowledge & Experience

- Proven experience in arts, events, publishing, or festival management
- Experience of supervising or coordinating staff and/or volunteers
- Experience supporting the planning and delivery of events
- Proven project management skills with ability to manage multiple priorities
- Experience of supporting budget management and contributing to financial reporting

### Skills

- Excellent interpersonal and communication skills, in person and in writing
- Confident IT and digital skills including MS Office or equivalent
- High level of accuracy and attention to detail
- Excellent organisational and time-management skills
- Ability to work under pressure, meet deadlines, and remain calm in a fast-paced environment
- Problem-solving and solution-focused approach

### Personal Qualities

- Passionate about literature, the spoken and written word, and the Festival’s mission
- Professional, articulate, and confident
- Collaborative, flexible, and self-motivated
- Reliable, with a high degree of personal integrity
- Willing and able to work evenings and weekends during peak periods and the Festival

### Hours Breakdown (Indicative):

Month	Hours	Month	Hours
July	15	Jan	40
Aug	15	Feb	30
Sept	50	Mar	40



Oct	60	April	50
Nov	60	May	50
Dec	60	June	30
			500

Includes attendance at steering group meetings and agreed support during the Festival period.

### **How to Apply**

Please send a CV and covering note to:

**Claire Allen,  
Festival Director**

[director@guernseyliteraryfestival.com](mailto:director@guernseyliteraryfestival.com)

07781 136 328

**Deadline for applications: 12/07/2026**

