Norfolk & Norwich Festival
Norfolk & Norwich Festival shares exceptional arts experiences across East England. We lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, work and play.

Norfolk & Norwich Festival takes place in Norwich and around Norfolk for 17 days each May. The Festival programme is multi-artform, contemporary, international and audience-centred. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Year-round Norfolk & Norwich Festival brings our 'festival spirit' to initiatives – including Festival Bridge, Common Ground and Norfolk & Norwich Open Studios – which extend our reach and influence across East England.

- Festival Bridge creates and facilitates partnerships and networks that improve the cultural offer for all children and young people across Cambridgeshire, Norfolk, Peterborough and Suffolk.
- Common Ground enables young people from backgrounds of low cultural engagement to lead and develop new and exciting ways for themselves and their peers to engage in their local heritage.
- Norfolk & Norwich Open Studios celebrate the creative talents of the visual arts and crafts community in Norfolk. Over 16 days in May/June studio visitors meet artists, enjoy new art and can buy artworks directly from their creators.

Our festival spirit is to be:
Creative       We champion artistic excellence and value creativity in everyone.
Curious        We explore and reflect the changing social and physical contexts in which we live.
Inclusive      We are respectful of the diversity and difference of people and their views and values.
Collaborative  We work with artists, communities, peers, partners and stakeholders to achieve common goals.
Strategic      We balance artistic and social ambition with a sustainable business.

www.nnfestival.org.uk
Publicity Assistant

Team: Communications and Development
Reports to: Communications and Development Officer
Responsible for: N/A

Purpose of role
The Publicity Team will help us make a noise about the Festival by talking to people about events and handing out marketing materials. When it comes to creating excitement about Norfolk & Norwich Festival, the most powerful marketing tool we have is word of mouth. The Publicity Team consists of 15 – 20 people and is a key part of the Festival’s Communications Department.

All staff work towards Norfolk & Norwich Festival’s goals, which are:

- to have more people experience and value the arts
- to be a champion for excellence in the arts
- to be valued – locally and internationally – for our unique and distinctive arts festival
- to be embedded in Norfolk and Norwich and to extend our reach and influence across East England and beyond
- to be socially responsible, committed to questions and actions about a changing world including diversity and difference, environmental sustainability and technological change
- to have a stable and adaptive business structure with diverse income streams.

Introduction

As a member of Norfolk & Norwich Festival’s 2018 Publicity Team you will need to be a committed, enthusiastic, knowledgeable and articulate ambassador for the Festival. You will need to be hard working with a keen sense of responsibility and an aptitude for working as part of a lively team.
Main duties
The Publicity Assistants responsibilities include:

1. Hand to hand flyering of printed materials including the Festival brochure and other pieces of print for stands or specific events

2. Act as an ambassador for Norfolk & Norwich Festival

3. Act as an information source for the Festival at outdoor and indoor events

4. Assist with movement of print and ambient marketing materials to Festival venues

5. Actively contribute feedback to the Festival about audiences and shifts

6. Represent the Festival at promotional events across Norwich and Norfolk

7. Undertake training as identified and agreed with the Communications and Development Team, which might include health and safety and first aid training.

8. Undertake any other duties which might reasonably be deemed to be within the status of the job and appropriate to the post.

9. Carry out all duties in accordance with appropriate internal and statutory procedures, including our environmental policy.

10. Adhere to Norfolk & Norwich Festival's employment policies and procedures with particular reference to Safeguarding Children and Adults at Risk, Equal Opportunities and Health and Safety.
Person specification

It is **essential** that Publicity Assistant has:
- An outgoing and enthusiastic personality
- Excellent reliability
- A passion for the arts
- Excellent interpersonal skills
- Ability to work on own initiative and as part of a team
- Ability to lift and carry boxes of print and materials

It is **desirable** that the Publicity Assistant has:
- Ability to travel within the region if required
- Knowledge of Norfolk & Norwich Festival
- Awareness of diversity and equal opportunity issues

All Norfolk & Norwich Festival staff are expected to be:
- team players.
- good communicators, using appropriate means in effective ways.
- flexible and proactive in their approach to work.
- willing to learn and develop.
- able to manage their own workload with minimum supervision.
- able to remain calm under pressure.
- reliable time-keepers with a good attitude to attendance.
- committed to equality in the workplace.
- computer literate, including possessing basic word processing and spreadsheet skills.
Terms and Conditions of employment

This is a part-time casual (PAYE) contract to commence in as soon as possible and continue until the end of May 2019.

Shifts are available from the end of March through to the end of May; each shift typically lasts 2-4 hours.

Rate of pay

£7.70 per hour (18-24)
£8.21 per hour (25 and over)

Hours of Work

Variable - dependant on shifts which occur at various times of the day across seven days of the week. Some evening shifts will be available. Shifts typically last 2-4 hours.

Place of Work

The place of employment will vary across Norwich and sometimes Norfolk. This will predominantly be in outdoor locations.

Travel

You will be required to work in and around Norwich at various locations. For further afield locations transport will be provided by Norfolk & Norwich Festival.

Notice Period

One week in writing on either side.

Equal Opportunities

Norfolk & Norwich Festival is committed to a policy of equality of opportunity in its employment practices. NNF is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete the monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.
Application Procedure

Application is by the completion of Norfolk & Norwich Festival’s Application Form (a CV may be attached, in addition, if desired) which should be emailed to robbie@nnfestival.org.uk along with a completed Equal Opportunities Recruitment Monitoring Form.

Applications can also be posted to:

Robbie Maloney
Norfolk & Norwich Festival
Augustine Steward House
14 Tombland
Norwich  NR3 1HF

Please mark your envelope PRIVATE AND CONFIDENTIAL, ensuring that you have used sufficient postage.

Deadline

The deadline for receipt of applications is 9.30am, Monday 18 March. No applications can be considered after the closing date.

Interviews

Interviews will be held on Thursday 21 and Friday 22 March, please advise us in your application if you are unavailable at any times on these days.

Applicants will be notified if they have been shortlisted for interview by 5.30 pm on Wednesday 20 March. If you have not heard from us by this date, please assume that your application has been unsuccessful.