

## **Programme Manager – Job Description**

### **Who are we?**

Launched in 1977, the Mind Body Spirit Festival, was the first festival in the world to be entirely devoted to the pursuit of healthier, more creative and fulfilling lifestyles. This unique, ground-breaking formula created a blueprint for all future shows of this type. Today, it remains the largest and longest running event of its kind in the world.

Now under the care and stewardship of Melvyn Carlile, the festival continues to evolve and grow to meet the needs of a whole new generation.

Throughout the year the company organises and delivers a wide range of live events, from one-off conferences and music concerts to large consumer exhibitions attended by over 30,000 visitors.

**Please send CV and covering letter to [josh@mindbodyspirit.co.uk](mailto:josh@mindbodyspirit.co.uk)**

### **Job information**

**Location:** Crendon Street, High Wycombe (combination of office and remote working)

**Reports to:** Managing Director

**Hours:** 40hrs per week (9-5 Mon-Fri) plus live events

**Salary:** £25,000 per annum + performance related bonuses

### **Job specification**

The UK's biggest Wellbeing Festival are looking for a new Programme Manager to join the team. The successful candidate will be responsible for curating the festival programme for our two major festivals (London & Birmingham). The new team member will play a pivotal role in successfully creating a financially viable artist programme of workshops and feature space performances as well as ensuring the ambiance of the festival is true to its ethos. It will be the responsibility of the Programme Manager to find, contract and manage the presenters so the candidate must be an outgoing but organised individual.

### **Education**

- Educated to a degree level or equivalent qualification preferably in an events or marketing related course
- 5+ Years' experience in a similar position

## **Main responsibilities**

- Create a vibrant and unique festival programme
- Creative input
- Maintain a strong relationship with current artists
- Manage and coordinate presenters, performers and artists for the festival
- Research & identify new artists
- Responsible for an effective festival programme
- Updating website with copy
- Work with our team to ensure the festival programme is successful
- Work closely with our MD

## **Personal specification**

### **Essential**

- A creative thinker, someone who is not shy in sharing new ideas
- A strong knowledge of the Wellbeing and Spiritual market place.
- Attend workshops out of hours
- Be available to work at both of our festivals (May & November)
- Capable of prioritising tasks
- Events experience
- Excellent communication skills
- Likeable personality
- Previous experience in a similar role
- Proactive and organised
- Reliable and trustworthy
- Strong grammar and spelling
- Strong I.T. skills in word and excel
- Willing to be flexible with working hours
- Work to deadlines

### **Desirable**

- Established industry contacts of managers, agents and artists
- Experience in events
- Experience in PR and Marketing

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