

Hay Festival Job Description & Person Specification

Beacons Project Leader (2 Posts)

Hours of work:	Familiarisation day - Sunday 29 May Group 1 - Monday 30 May - Thursday 2 June Group 2 - Thursday 2 June - Sunday 5 June 9am – 11pm each day.
Fee:	£150 per day

Overview

Hay Festival (www.hayfestival.org) was founded in Hay-on-Wye in 1987, and has taken place annually every year since. The Festival has grown rapidly in recent years, with many offshoots across the world since 2006.

The original festival in Wales brings together over 600 international authors and thinkers in 700+ events over an 11-day period each May/June. International Hay Festivals are held over 4-day weekends, typically with between 50 and 100 events, in countries across the world from Spain to Colombia, with South America being a strong area of growth for the Festival.

Hay Festivals celebrate great writing from poets and scientists, lyricists and comedians, novelists and environmentalists, and the power of great ideas to transform our way of thinking. We believe the exchange of views and meeting of minds that our festivals create inspire revelations personal, political and educational.

Summary

The Hay Festival Beacons Project was first run in 1993 as a collaboration between Hay Festival and the Brecon Beacons National Park and has taken place nine times over the last twenty two years. This year the project is supported by the Welsh Government and will bring up to twenty A-level students, in two groups of ten students group 1 from May 28th - 31st and group 2 from 1st - 4th June.

The Beacons Project enables students from across Wales to experience and participate in the landscape and literature of the Hay Festival. It will introduce these young people to the strong link between the landscape and environment and art and literature, and encourage them to make their own contribution.

Encouraging creativity and helping forge a sense of national identity among young people in Wales has always been the aim of the Beacons Project and this is a unique opportunity for Welsh students to work with exceptional writers and journalists in a highly creative and stimulating environment.

Main Duties

- Responsible for the care and oversight of the students during their time at Hay Festival, including meals and travel arrangements to the festival site
- Greet the students on arrival and familiarise them with the surroundings, assisting them with checking in and key distribution
- To ensure students attend all the lectures, workshops and meetings with authors that have been arranged
- To assist with student assignments, where appropriate.
- To liaise with Hay Festival staff over daily planning.
- Liaise with the Hay Festival Administration Team and Tutors over group requirements.
- Ensure that any issues are reported immediately to Hay Festival Administration as soon as is reasonably possible.
- Arrange tickets for other festival events that the young people wish to attend.
- Liaise with the Hay Festival Administration Team regarding any transport requirements for participants' departure.
- Assist the students in checking-out of the accommodation, ensuring that all keys are returned and that all students are collected or accompanied to the relevant transport.

The students will be accommodated at Trewerne Outdoor Centre, Church Rd, Cusop, Hereford, HR3 5RF overnight, where there will be a Warden on duty who will be responsible for the students welfare during their time at the Centre.

Project Leaders will require an Enhanced DBS certificate. Hay Festival will cover the costs of a new check.

PERSON SPECIFICATION - Essential and Desirable Qualities

Essential	Desirable
Experience of working with young people in a formal/informal educational, social or cultural setting.	Education, youth work or arts qualification.
Excellent communication skills and able to relate and empathise with young people in a positive and creative way.	Experience, or interest in, the creative industries
Highly organised and motivated and able to effectively manage young people	Knowledge of The Hay Festival and the local area

For an informal chat about the post please contact andy@hayfestival.org

To apply please send a short CV and covering letter, explaining how your skills and experience fit the post, to adrian@hayfestival.org

Deadline for applications

26th April 12.00pm

Interviews

3rd May