



Role Title: Performance and Workshops Program Manager

Role Description

Overview: The Performance and Workshops Program Manager is responsible for curating, scheduling, and coordinating the diverse range of performances and workshops that make up our annual local festival/fete. This role ensures a vibrant and engaging program that caters to our audience's interests.

Responsibilities:

- **Program Curation:** Develop a program of diverse performances and workshops that align with the festival's aims and appeal to a broad audience, including local acts, artists, and family-friendly activities.
- **Artist and Performer Coordination:** Identify, contact, and negotiate agreements with local performers, artists, and workshop leaders. Ensure clear communication regarding performance logistics and expectations.
- **Workshop Scheduling:** Create a workshop schedule that maximizes attendee participation while avoiding scheduling conflicts with other festival activities.
- **Logistics Management:** Coordinate logistical details for performances and workshops, including stage set-up, equipment, sound, and lighting requirements.
- **Community Engagement:** Develop strategies to engage the community in the lead up to the festival ensuring a diversity of performers and workshops from the varied communities of Plumstead.
- **Quality Control:** Ensure the suitability of performances and workshops by reviewing and approving proposals and auditioning acts when necessary.
- **Safety Measures:** Collaborate with Committee members to ensure that all performances and workshops adhere to safety guidelines and protocols.
- **Feedback Collection:** Gather feedback from attendees and artists to assess program effectiveness and identify areas for improvement.

About you:

- Strong event programming and coordination skills.
- Excellent communication and negotiation abilities.
- Previous experience in event planning, performance coordination, or arts management is a plus.
- Organizational skills and attention to detail.
- Creativity in designing engaging and diverse programs.
- Ability to work collaboratively within a team.

Time Commitment:

This role typically requires one to two days a month spread over the year, time commitment will increase in the lead-up to the festival in June and at our main recruiting period in January.

How to Apply:

If you are interested in this role please fill out the form here: <https://forms.gle/yscFh5EWbxjYSWBu6>

General committee roles are usually assigned at the Plumstead Make Merry's Annual General Meeting (AGM) – time, date and place tbc.



We will aim to speak to everyone interested in a role before the AGM, please indicate the best times to contact you in your form. If you would like to talk to us about this role, or any of the others before submitting please email: info@plumsteadmakemerry.co.uk