

Trainee Project and Event Manager Positions

The International Youth Arts Festival (IYAF) provides a platform for the future generation of art creators and enablers. Showcasing work created by people under 26, the festival also offers experience and training opportunities backstage across all departments.

Every year the International Youth Arts Festival takes on a group of Trainee Project and Event Managers to oversee and manage a specific event at the festival. Working alongside the Festival Director, Production Manager and a professional Project Manager mentor, the trainee will be involved with all levels of the process, including creating a unique brand/USP for the event, writing a project plan, completing all relevant procedural documents and supplying them to relevant parties, event specific marketing, administration, sourcing of any required additional materials/programming performers where necessary, budget management, performer liaison and management, Production and Technical team liaison, overseeing and managing final delivery of the event.

This is a perfect opportunity for a student or graduate to gain experience in Arts and Events Management and the winning candidates will be supported throughout the process by the IYAF team and a personal mentor. The winning candidates will be expected to start at the end of March and be heavily involved in leading and managing the project until delivery during the festival in July.

To apply please email andy@iyafestival.org.uk with a short statement explaining which project you wish to manage, any relevant experience you already have including educational (you will not be judged on a lack of experience, this is so we can assign the right mentor to each Trainee), how the Trainee scheme will benefit your professionally going forwards, why you are ideal for your desired event and what your creative vision is for it.

All applications must be submitted by midday on Friday 24/03/17

The events we are currently sourcing Trainee Project Managers for are:

The IYAF Carnival Parade Sunday 9th July 2017

Every year all the participants of IYAF are invited to take part in the IYAF Carnival Parade that goes through the streets of Kingston. Led by a band, the parade leaves the Market Square at 15:00, along Clarence street before turning round and heading back to the square where the parade will be met by a live band on a stage in the Market Square. The theme behind the festival is international relations and welcoming people from all over the world to Kingston. Members of the public are free to join in the fun.

The Trainee Project and Events Manager will be responsible for:

Writing an extensive project plan

Creating a unique take on the parade that adds and builds on the international theme

Liaising with all companies, gauging interest and encouraging attendance

Booking any needed extra performers (marching band etc)

Liaising with the Production Manager to ensure all road plans and health and safety procedures are met

Liaising with the Volunteer Coordinator to ensure stewards and wardens are available to assist on the day

Liaising with the Marketing Consultant to ensure the parade is promoted to the general public.

Contacting and managing any extra PR deemed suitable for the event

Managing the performers and stewards on the day
Evaluating the success of the event

IYAF International Dance Showcase 10th July 2017

Every year IYAF receives applications from dance companies wanting to perform their short dance pieces. To accommodate these groups, an annual International Dance Showcase is programmed into the festival. The evening provides a unique opportunity to see various performers from across world.

The Trainee Project and Events Manager will be responsible for:

Writing an extensive project plan

Creating unique branding/renaming the event that adds to the international element

Liaising with all companies, deciding running order and creating a run of show for the evening (under the supervision of the Production Manager)

Liaising with the Production Manager to ensure stage management, technical and health and safety procedures are met

Creating a marketing plan and liaising with the Marketing Consultant to ensure the event is promoted to the general public.

Contacting and managing any extra PR deemed suitable for the event

Managing the performers on the day

Evaluating the success of the event

60 Second Cinema 13/07/17

60 Second Cinema is an open and accessible opportunity for people of all ages and abilities to try their hand at film making. Using any video recording equipment they choose (camera, iPhone etc) the participants create a film no longer than 60 seconds in duration. The short listed entries will be screened at a ticketed event in the Rose Studio.

The Trainee Project and Events Manager will be responsible for:

Writing an extensive project plan

Launching and managing the open submission aspect of the event (under supervision of the Festival Director)

Creating and managing a panel to short list the films

Liaising with applicants

Creating a marketable image/flyer/poster for the event

Liaising with all companies, deciding running order and creating a run of show for the evening (under the supervision of the Festival Manager)

Liaising with the Production Manager to ensure stage management, technical and health and safety procedures are met

Creating a marketing plan and liaising with the Marketing Consultant to ensure the event is promoted to the general public.

Contacting and managing any extra PR deemed suitable for the event

Liaising with the Production Manager and Volunteer Coordinator to ensure the correct technical staff are available on the day of screening

Managing the event on the day

Evaluating the success of the event