



**Lancaster Litfest has an exciting job opportunity!**

Lancaster Litfest aims to stimulate, promote and reflect the best in contemporary literature, illustration and ideas in the UK and beyond. As one of the oldest literature festivals in the country we have successfully created a wide variety of events for audiences since 1978, always championing the local and the international. Currently a volunteer organisation, we now seek to build on this legacy to create the capacity to deliver programmes and events all year round leading up to and beyond the festival.

To be able to deliver our ambition, Lancaster Litfest requires a part-time Project Manager to manage two key projects as part of its programme of activity to accompany the 2022 Festival. The projects are designed to develop our audiences and participants in Lancaster and the wider area, encouraging reading and poetry and environmental awareness across the region and building engagement with our festival, which will take place between 8<sup>th</sup> and 20<sup>th</sup> March 2022.

We require the successful candidate to manage these two aspects of the festival on time, within budget and within scope. To oversee all aspects of the projects and to set deadlines, assign responsibilities and monitor and summarise progress of the projects for the board.

**Time scale: Late-January or 1<sup>st</sup> February 2022 (at the latest) – 31<sup>st</sup> March 2022**

**Number of Days – min 7/max 13**

**Pay £150 per day**

**Closing date 29<sup>th</sup> December 2021**

**Interviews 8<sup>th</sup> January 2022**

**Further details, a Job Description/Employee Specification and information on how to apply can be found on the Litfest website at [www.litfest.org/jobs](http://www.litfest.org/jobs)**

**Please contact [thechair@litfest.org](mailto:thechair@litfest.org) if you require any further information.**