



## **ROYAL WOOTTON BASSETT ARTS FESTIVAL**

### **FESTIVAL CHAIR**

#### **JOB DESCRIPTION**

**The role of Festival Chair is to plan for and organise the yearly run of the Festival in November with the help of the Treasurer, Music, Speech and Drama and Musical Theatre and Dance Chairs. This will involve the following meetings:**

1. Hosting the AGM in January
2. Hosting a Mid-year meeting with RWBAF committee usually in June or July
3. Hosting the Wash-up meeting one to two weeks after the Festival to consider improvements for the following year

#### **Major tasks the Chair is responsible for:**

1. Liaising with the Section Chairs to ensure all materials are gathered for the Syllabus
2. Liaising with Section Chairs to ensure the timetabling and logistics for the Festival are in place
3. Liaising with Section Chairs to ensure all venues are booked
4. Providing Festival Chair's 'Welcome' for the Syllabus and Programme
5. Attending and sharing the hosting of the Highlights Concert
6. Liaison with BIFF
7. Liaison with other festivals and 'arts' organisations such as Swindon Music Service
8. Providing a report for the Charity Commission at the end of the year
9. Liaising with the Treasurer to ensure accounts are reported and audited yearly
10. Liaison with the Treasurer to ensure you understand the current financial position and plan for the future
11. Plan for other revenue streams such as Sponsorship
12. Plan for regular Publicity materials to keep the Festival in the public eye
13. Being the custodian of the RWBAF brand. Ensuring that there is a 'look and feel' to the Festival across all sections by limiting 'exceptions'
14. Attending the Festival in the role of 'supervisor' rather than taking a specific role. As Chair of the Festival, you will be asked questions throughout the weekend and if you are in a dedicated role such as 'scribe' it can be difficult to do both
15. Liaising with the Chairs of the Festival sections to ensure that actions are taken in the interests of the whole festival
16. Liaising with external agencies providing services to RWBAF such as RunMyFestival.