

# Festival Coordinators' Assistant Position Description and Requirements

Festival Coordinators' Assistant works closely with the two coordinators of the "Art in Book Form" Festival for 2024 October to take place in Barın Han, Istanbul.

The Coordinator's Assistant will work alongside Festival Coordinators in festival preparation and during the festival days, assisting with assigned tasks and interacting with other team members like Sponsorship Executer, Curators, Marketing & Social Media Manager, Finance, and Venue & Volunteer Coordinator.

## Responsibilities

- Responsible for bi-weekly task-based collaboration with coordinators, completing responsibilities on agreed deadlines, such as contacting team members, conducting research, organizing ideas, and collaborating with other team members in case coordinators are unavailable.
- Attending the General Management meetings (bi-weekly) and taking notes, formulazing tasks, further needs, and to-do lists of the team
- Filling in the 'Tasks and Responsibilities' excel for the team members during the General Management meeting and e-mailing it with the meeting notes.
- Collecting and organising the unfinished tasks and incomplete milestones and sending monthly emails about them to the team.
- Getting closer the festival, Coordinators' Assistant will act as the first contact and decision maker for festival dates, summarizing decisions and actions for approval with Festival Coordinators.

## Will Report to:

Festival Coordinators.

During and closer to the Festival the Assistant may have to report to the Finance Coordinator since they will be in authority to manage budgets as well.

## Will Work With:

Almost all the team members that the Coordinators collaborate with up to the task based needs. (curators, copywriter, sponsorship executer, environmental designer, venue and volunteer coordinator, finance coordinator etc.)

## Who is a Fit For this Position?

This position is suitable for individuals with event planning and organization experience, particularly those with an arts and creativity background, as their interests and hobbies are crucial for the Assistant's success.

## Working Hours

The **izole volunteering system** presents a collaboration practice that supports the volunteers of the community while receiving their professional knowledge and skills. Team members that work pro-bono receive project based, personal or long-term creative supports from the izole community. The volunteering agreement starts with a mutual professional service exchange where the izole team's network, collaborators, opportunities and community can provide further for the volunteer team members. The volunteer members decide on the hours they are willing to contribute and the tasks are organized accordingly with the coordinators.

## During the Festival Preparation:

The collaboration timeline depends on the izole volunteering or internship programme that is chosen by the applicant. This period is a remote collaboration.

### Preferred timeline:

- 3 hours a week
- 1.5 hours of General Management Focus Meeting
- 0.5 hours Festival Coordinator(s) Meeting

### During the Festival:

During the festival period 3-4 days is the paid position of the Assistant role that includes transportation and the meal expenses if the assistant is joining the festival in person.

- 8 hours a day in close contact with the Coordinators and the whole team on spot

### After the Festival:

This period can be a remote collaboration period that will take 2-3 days

- According to the availability timeline of the Assistant, minimum 2 maximum 4 hours following days of the festival (organising and closing the festival, contacts, logistics, festival after reviews etc.)



#### Here are some musts:

- Speaking and writing in advanced English and careful at grammar and writing rules
- Using drive and google gadgets in an efficient manner
- Having great organising, managing, decision making, time management, chaos management, communication skills and leading teams.
- Being a good listener and being able to take efficient and organised notes.
- Interested in basic research and artistic topics (can be any form of art or practice, we believe that creative minds can be united under any practice!)
- Values diversity, human rights, artist rights and environmental matters.

#### Here are some good to haves:

- Speaking and writing in advanced Turkish (because of the audience and the location of 2024 festival)
- Studies/studied art management, art history or business management
- Has experience (job, internship, collaboration etc.) in running the operations of an arts or creativity institution, collective or community.
- Has experience with assisting in professional levels or has worked with an assistant before.

#### Type of the Position

This position can be applied for the positions below with a both remote and on-spot possibility depending on the location and travel restrictions of the applicant.

**Short and long term internship:** with an internship certification of Assistance in the Arts and Cultural Festival Management Team

**Volunteership:** within the izole volunteership model.

*\*disclaimer: this position regardless of the type, is a paid position during the festival days.*

#### What izole offers

- Gaining insightful experience on assisting and managing a team of 5-10 people.
- Volunteer or internship certification after the collaboration that indicated management and organisation of the International Arts and Cultural Festival of izole Foundation
- Working with a historical organisation such as Barın Han
- Having great networking opportunities during, after and preparation of the festival.
- Becoming a member of the izole community and networking system to be presented, offered and referred to on the upcoming projects and searches for the creative industry.
- Mentoring and consulting opportunities for your personal and professional projects during and after the collaboration.

