

DF2025 Schools Coordinator



Role:

To lead on the engagement of schools (particularly state schools) and youth audiences for Dulwich Festival 2024 and be their key point of contact throughout. To actively seek out and engage with schools and groups who advocate for and represent young people in the local community, including their parents and carers, to encourage their participation in the festival and its competitions, and learn about their needs.

Information gathering for 2025

- Support the director to book meetings with relevant school staff in Autumn 2024 to discuss new schools programmes and initiatives
- To keep records of schools, teachers and all relevant contact details for the future.

Event Marketing to young people

- Work with the head of Programme and Programme Leads to identify suitable schools performances in the programme and “sell” them to schools.
- In the main programme: find groups in and out of schools who may have niche interest in particular programmed events and encourage their attendance
- Email all schools with highlighted events for families and young people to attend outside of school
- Post on local forums for parents and young people with highlighted events

Schools Resources and Logistics

- To support the director and Head of Programme in re-establishing a Schools Concert or other schools performances at the festival
- To create appropriate resources and supply all information to schools attending events at the festival, to support their visit (eg Risk Assessments, facilities, venue info etc)
- To be a point of contact for the schools by phone, online and in person in the planning and execution of all events attended by groups of young people at the festival.

To be a part of the festival team at events, particularly those for children and young people, supporting with stewarding and event management as much as possible. Including:

- Ticketing / guest list on the door of events
- Providing a “face” to the festival for the public, answering enquiries
- Ensuring policies are enforced, especially on Health and Safety

Skills & Interests:

Reasonable computer skills required including proficiency with or capacity to learn Microsoft and Google programmes, and other bespoke ticketing and event software.

Strong interpersonal skills are required, especially communication across all media and in person, to teachers, parents and young people.

This role would suit someone who is passionate about youth provision in the arts, culture and the diverse local community in south east London.

Commitment:

This role is anticipated to be required from September to May 2025, though most busily from March to May. Ideally, candidates would be available to check in on emails several times a week.

The team work remotely, with no office space available. The Schools Coordinator would be required to work from home from their own computer / phone equipment, and to attend regular meetings locally.

The Schools Coordinator would ideally be fully available, or available as much as possible, between 9th and 18th May - the live dates of Dulwich Festival 2025.

Remuneration:

The Schools Coordinator role, like all roles in the Dulwich Festival team, is a freelance and mainly voluntary role. There is no employment relationship with Dulwich Festival. We do have the capacity to offer a small fee in recognition of the contribution made to the festival being over and above that of a purely voluntary role. The Schools Coordinator will be required to invoice for this payment.