



October 2021

### **Director, International Agatha Christie Festival (fixed term contract)**

Thank you for your interest in the role of Director of the International Agatha Christie Festival.

The [International Agatha Christie Festival \(IACF\)](#) aims to use the extraordinary power and reach of Torquay-born Agatha Christie's global reputation to promote local engagement and participation in literature and the arts, help the recovery and growth of the local economy and wider efforts to increase tourism, and support work to understand and promote the area's literary and geological heritage.

Building on a legacy dating back to the first event in 1990, the Festival is recognised as the premier cultural event on the English Riviera. Bringing together local people and Christie followers across Britain and around the world, the Festival celebrates Christie's life and legacy, and includes high profile speakers, performances of her plays and poetry, and unique events.

In its work, IACF is supported by Agatha Christie Ltd and the Christie family, her publishers, fans and academics as well as by many of the countless artists and writers inspired by her work. It also works closely with private, public and third sector partners in Torbay and South Devon including Torbay Culture and the [English Riviera Business Improvement District Company](#).

Since 2018, the charity that delivers the Festival has been core-funded through Arts Council England's National Lottery Project Grants programme.

As well as staging an accessible and diverse Festival programme, IACF creates and delivers throughout the year community arts projects to support those currently under-represented in participation and performance in the arts in Devon or who are in some way at risk. It funds these by drawing on the funding it receives from Arts Council England and its own income, as well as grant funding provided by trusts and foundations; for 2021 these included The Colwinston Charitable Trust, The D'Oyly Carte Charitable Trust, The Elmgrant Trust, The Linbury Trust and The Rosalind Hicks Charitable Trust. IACF is also supported by private donations.

IACF is an Associate Partner of the [English Riviera UNESCO Global Geopark](#) and a Project Partner of [Exeter UNESCO City of Literature](#).

The Board of Agatha Christie Festival Limited is seeking a Director to help achieve the charity's ambitions in education, the arts, culture and heritage, delivering an annual week-long Festival in September and helping to perpetuate the legacy of Agatha Christie, best-selling author of all time.

The role is offered on a part-time, fixed term contract basis (averaging 2 days or 16 hours per week) with the possibility to extend to further years, dependent upon funding. It is understood that the candidate will be available full-time during the lead up to and the delivery dates of the Festival itself which is currently planned to take place **10-17 September 2022**.

The successful candidate will collaborate with Festival partners and community groups to deliver the proposed 2022 Festival, some elements of which are already agreed and secured. Alongside curating and producing the 8- day Festival programme across the English Riviera, the candidate will work with a number of local community-based charities and civic organisations to deliver arts engagement projects designed to benefit both young and older people in the Bay. The candidate will work closely with the Chair and Trustees of IACF to help raise match funding for the Festival to equal that already secured from Arts Council England National Lottery Project Grant programme and to plan for future years.

Further particulars of the role follow, including detailed Job Description, a summary of terms and a Person Specification.

## **HOW TO APPLY**

To arrange an informal and confidential discussion about the role or the application process if wished, please email in the first instance, Chair of the International Agatha Christie Festival, Heather Norman-Soderlind at [chair@iacf-uk.org](mailto:chair@iacf-uk.org)

All enquiries and applications will be treated in the strictest confidence.

To apply, please complete and return:

1. Covering Letter that explains why you are applying for the position and how your experience and expertise fit the role – please refer to Person Specification below.
2. Up to date CV Application Details and Reference Form (the last 2 pages of this information pack)
3. Equality Monitoring Form (supplied as a separate document)

Please return the above documents for the attention of Chair of the International Agatha Christie Festival, Heather Norman-Soderlind, at [chair@iacf-uk.org](mailto:chair@iacf-uk.org)

All applicants will be informed of the outcome of their application as soon as possible after the closing date.

**Closing date for applications: Friday, 12 November 2021**

**Interviews for shortlisted candidates will take place in the second half of November 2021, date to be announced.**

### Covid-19 precaution

Successful short-listed candidates will be invited to an interview that will be conducted in a safe, and in an appropriately socially distanced manner. This may be in-person in Torquay if this is deemed safe and appropriate for all parties, and in line with government guidance at the time. Alternatively via Zoom, or other video-conferencing apps. Interview format will be discussed and agreed with each successful short-listed candidate.

## **JOB DESCRIPTION**

### **Director, International Agatha Christie Festival (IACF)**

**Reports to:** Chair, International Agatha Christie Festival on behalf of the Board of Trustees

**Job Purpose:** To produce and deliver to scale the annual International Agatha Christie Festival, guided by a Board of Trustees, representing key stakeholder partnership groups including Torbay Council and ERBIDCO. The post-holder will fulfil the role of Festival Director for this keynote event in the cultural calendar to be held in September 2022, and annually thereafter. The role will require the development and delivery of educational programming, audience development and community engagement, catalysed around the core Festival programme of high quality and creative events which celebrate the life and legacy of Agatha Christie. Additionally, the role will require some contribution to bid writing to secure further match funding for 2022 and future sustainability. The role requires oversight of social media, digital programming and communications though these areas will be resourced.

**Place of Work:** The post-holder may work remotely but will be required to attend regular meetings with trustees, stakeholders and venue partners in Torbay, some of which will need to be in person.

**Fee:** **£20,000 over 12 months**

---

#### **Key responsibilities:**

To work with writers, performers, publishers, agents, funders and creative organisations to programme the annual International Agatha Christie Festival. This involves year-round engagement with UK and international partners to deliver work which culminates in the Festival each year which takes place at venues across the English Riviera, South Devon.

To build the profile of the International Agatha Christie Festival (IACF) as a major part of the UK-wide festival calendar and as a large-scale regional, UK-wide and internationally significant event.

To act as the central liaison point between other project partners and stakeholders including Agatha Christie Limited. S/he will be the lead manager of the operational aspects of the Festival, including budgeted finances, interns and volunteers and office management to ensure a successful delivery.

To develop audiences for IACF according to our Audience Development Plan and increase both the quality and quantity of opportunities for engagement in writing and reading to a broad and diverse audience.

To maintain and advance a committed and growing volunteer programme.

To enable the effective engagement of libraries, schools, bookstores, publishers. To build on existing links with Torbay-based creative practitioners and organisations to share ideas and develop new work designed to reach and engage harder to reach groups in the community.

To advocate IACF to other sectors, for instance education, health & wellbeing, tourism and heritage providers.

To clearly communicate the work and impact of IACF through digital and printed media as widely as possible.

With the support of the Chair of Trustees, to input to a strategic fundraising campaign to increase income from a variety of trusts and foundations as well as seeking to secure further support from Arts Council England through capturing evaluative data and compiling outcome reports.

To oversee the evaluation of the impact of the 2022 Festival and to report to Funders, supervised by the Chair of Trustees.

### Person Specification

The successful applicant will have a passion for supporting and showcasing both heritage and contemporary culture (and especially literature) in all its forms and making it accessible to a broad and diverse audience. They will have experience of working with authors and with publishing as well as with performance artists and other art forms. They will have a positive appreciation of the life and work of Agatha Christie whose legacy forms a central core of the Festival programme.

**Essential** requirements for an applicant to be considered are:

An appreciation of the economic and societal value of culture, particularly in the context of place-making
Creativity with demonstrable experience of making something new.
Demonstrable experience of making things happen by: <ul style="list-style-type: none"> <li>■ --engaging private, public and third sector stakeholders and building a sense of common purpose;</li> <li>■ --managing a budget and risks;</li> <li>■ --contracting with project partners;</li> <li>■ --leading a team including people not under your direct line management;</li> <li>■ --marketing and communication skills, including the use of social media and online and hard copy publicity materials;</li> <li>■ providing accountability and working with a trustee board;</li> <li>■ --resilience and adaptability, particularly in the face of external risks such as the Covid-19 pandemic.</li> </ul>

**Desirable** requirements are:

Demonstrable experience of: <ul style="list-style-type: none"> <li>■ Organising a diverse and accessible cultural festival or similar event;</li> <li>■ Recruiting and managing volunteers</li> <li>■ Specifying project deliverables and evaluating outcomes;</li> <li>■ Applying for funding to Arts Council England, charitable trusts and foundations and High Net Worth Individuals.</li> </ul>
Knowledge of: <ul style="list-style-type: none"> <li>■ The cultural strengths and weaknesses of South Devon;</li> <li>■ The economic challenges and opportunities of South Devon;</li> <li>■ An appreciation of the legacy of Agatha Christie.</li> </ul>

**DIRECTOR, INTERNATIONAL AGATHA CHRISTIE FESTIVAL**

**SECTION 1: APPLICANT DETAILS**

Name:
Address:
Contact numbers and email address:

Are you legally eligible for employment in the UK:
--

How did you hear about this vacancy?
--------------------------------------

What is your notice period/earliest availability to take up a new position?
---

**SECTION 2: DECLARATION**

<p>If you are invited to interview, you will be required to sign this declaration on arrival to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent correspondence or conversation; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.</p> <p>Signature:.....</p> <p>Date: .....</p>
--

--

**SECTION 3: REFERENCES**

Please provide details of three referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

<b>Name:</b>	<b>Relationship to you:</b>
Organisation	Contact number(s)
Email address:	<input type="radio"/> Contact if shortlisted for interview <input type="radio"/> Contact only on offer of employment

<b>Name:</b>	<b>Relationship to you:</b>
Organisation	Contact number(s)
Email address:	<input type="radio"/> Contact if shortlisted for interview <input type="radio"/> Contact only on offer of employment

<b>Name:</b>	<b>Relationship to you:</b>
Organisation	Contact number(s)
Email address:	<input type="radio"/> Contact if shortlisted for interview <input type="radio"/> Contact only on offer of employment

Ends/