



# LIVE LITERATURE

## Events and Communications Manager Job Vacancy

The [MILD Group](#) is looking for an Events and Communications Manager for their Live Literature programme, which comprises the [Balham Literary Festival](#), the [Dulwich Literary Festival](#), both annual, the biennial [Festival America](#) and a series of other literary events at [Dulwich Books](#) and around South London. The MILD Group specialises in publishing, retail, licensing and live performance, and brings these together in innovative and creative ways. Recent successes include sold-out events with Julian Barnes, Michael Ondaatje, Leïla Slimani, Tim Winton, Panashe Chigumadzi, Tim Marshall, A C Grayling, Ali Smith and the authors of Good Night Stories for Rebel Girls.

This role is part of the senior management team, comprising the Managing Director of [The Marsh Agency](#), the Manager of Dulwich Books, the Publishing Director of [The Indigo Press](#), and the group CEO.

### KEY RESPONSIBILITIES

- 1) Strategy
  - To ensure a diverse, stimulating and well-attended programme of events, delivered with partners where appropriate, with overall sign-off from the group CEO
  - To liaise with other colleagues in MILD Group so that the Live Literature programme is embedded within the group culture, liaising in particular with the bookselling team
  - To incorporate Live Literature as a not-for-profit organisation
  - To create and maintain profit and loss, and cashflow, forecasts each year
  - To ensure adequate financial and human resources to run the programme
- 2) Programming
  - To establish and maintain contact with a wide range of editors, reps, publicists, authors, partners and venues
  - To read widely across a range of genres in both adult and children's literature
  - To maintain a deep and broad knowledge of contemporary publishing output, and current thinking in literary event management and production
  - To attend showcases and other publishers' presentations and ensure ongoing professional updating
  - To embed the MILD Group values in all programming
- 3) Production
  - To follow established protocols and ensure that all events are produced in a professional and consistent manner, maintaining the level of outstanding feedback we have received from everyone involved to date
  - To be responsible for venue checks, and audio and visual support

- To be responsible, with the bookselling team, for all stock, returns and bookselling at all events
  - To be responsible, with the bookselling team, for finances
  - To ensure courteous and careful pitching and follow-up across the events programme
- 4) Communications
- To liaise with our designer and take ultimate responsibility for all print collateral
  - To liaise with our web designer and take ultimate responsibility for all web collateral
  - To liaise with our PR consultants, FMcM, to create outstanding communication campaigns for all our events
  - To create an eye-catching and successful social media strategy for all Live Literature events
  - To recruit and train paid interns and volunteers as appropriate

## ESSENTIAL SKILLS

- A broad and deep knowledge of contemporary fiction and non-fiction
- Outstanding administrative and logistical skills
- The ability to work under pressure and exceptional self-motivation
- The ability to work as part of a wider team
- Taking responsibility for every aspect of the work, from strategy to the smallest detail
- Experience of programming literary events in the UK
- A database of current key contacts within the industry
- Evidence of extensive partnership working
- Evidence of fiscal planning and responsibility

## DESIRABLE EXPERIENCE

- Recent bookselling experience would be a huge advantage

## GENERAL

- Evening and weekend work is an essential part of this role
- Salary, of no less than £25,000 per annum, will be on a full-time permanent PAYE basis with six months' probation, to include all statutory terms including NEST pension scheme, and will be commensurate with experience in this field

## HOW TO APPLY

Please send your CV and a covering letter explaining why you would like the job to [miranda@marsh-agency.co.uk](mailto:miranda@marsh-agency.co.uk) no later than **31<sup>st</sup> July 2018**. Interviews are planned between 15<sup>th</sup> and 23<sup>rd</sup> August so do please state your availability during this time.

**MILD**