

We're hiring! – Digital Manager for Sangam Festival

Are you experienced at managing online events? Do you know the difference between a Zoom call and a webinar?



We are looking to recruit a part-time freelance Digital Manager for three months from June – August 2022, following the success of our 2021 festival. Ideally you would be based in the Kirklees area and have an interest in South Asian heritage but this is not essential.

So who will you be working for, what is Sangam Festival?

Sangam Festival is a ground-breaking festival of heritage, arts and culture, which takes place annually in venues across Kirklees and online, in the run up to and during South Asian Heritage Month (18 July – 17 August). <https://sangamfestival.co.uk/>

The festival comprises heritage projects alongside events and activities that celebrate South Asian arts and culture. It is delivered by Huddersfield-based social enterprise Communities Together (<https://communitiestogether.org.uk/>) with support from sister company Radio Sangam.

The role

The Festival Manager will book the participants/performers for Sangam Festival events. Your role will be:

- Setting up Zoom events and webinars using the Sangam Festival Zoom account and sharing the links with the relevant speakers/participants
- Liaising with performers/participants in advance of their online event to establish any specific requirements/preferences
- Managing the online events live as they happen: ensuring participants attend on the day; letting in audiences; managing the chat/Q&A boxes; sharing links in the chat box e.g. for feedback surveys

You will be:

- Experienced at setting up and managing Zoom events and webinars
- Good at planning and organising; punctual for attending events
- Able to work autonomously and in tandem with the Festival team
- Available for evening and weekend work in the run up to and during the Festival dates

An interest in/knowledge of South Asian heritage, culture and arts would be an advantage for this role.

Timeline:

Apply by: 5pm Tuesday 10 May
Interviews: Thursday 19 & Friday 20 May
Decision by: Monday 23 May
Start date: Monday 6 June
Contract ends: Friday 26 August

Pay: £20 an hour

Expected hours, averaging approx. 15-20 a month
To be invoiced on the last day of June, July & August.

To apply

Please send your CV and a covering letter or email (no more than one side of A4 or the equivalent, up to 350 words) outlining what you would be able to bring to this role, to: michelle@sangamfestival.co.uk by 5pm on Tuesday 10 May.