



# Cothrom Obrach

## Job opportunity

**Dreuchd:** Co-òrdanaiche Cèilidh air Chuairt Fèis Chataibh

**Position:** Fèis Chataibh Cèilidh Trail Co-ordinator

**Stèidhichte Location:** Negotiable, with attendance at training events in Golspie

**Ùine Period:** March – September 2017

### Tuarastal Stèidhichte

**Fixed-term Fee:** £2,000

**An urra ri Responsible to:** Fèis Chataibh Committee

Fèis Chataibh wishes to appoint a Cèilidh Trail Tour Co-ordinator to plan, publicise and deliver a tour of a group of young musicians around Sutherland and Caithness for three weeks in the summer of 2017.

## Dleastanasan Duties

1. Attendance at Fèisean nan Gàidheal Cèilidh Trail Co-ordinator meeting in April 2017.
2. Liaise regularly with local Fèis committee to design the Cèilidh Trail tour including initial training events in May/June 2017:
  - a) Responsible for the booking and confirmation of training and tour dates and venues; transport and accommodation
  - b) Ensure that the performers are briefed on all aspects of the arrangements
  - c) Attendance and tutoring support at initial training events in May/June 2017.
3. Liaise with Fèisean nan Gàidheal regarding production of marketing materials
  - a) Provide a finalised tour itinerary and publicity photograph to the Fèis Chataibh committee and Fèisean nan Gàidheal by **Monday 29th May 2017**.
  - b) Distribute posters and marketing materials in a timely fashion to the venues and communities involved.
4. Attend all of the performances to assist with the supervision of the performers and uphold a duty of care for tour participants whilst travelling to/from and taking part in performances
5. Assist Fèis Chataibh Development Officer to increase the use of Gaelic in Cèilidh Trail publicity and at Cèilidh Trail events
6. Implement systems for keeping track of administration and finances to ensure that all reports and claims to project funders can be made in a timely fashion, including submission of a final report to Fèisean nan Gàidheal no later than **30 September 2017**.
7. Attend to all reasonable matters that are required to ensure the success of the project.

## Fiosrachadh a bharrachd Additional information

The Co-ordinator will be expected to have a flexible approach to hours, with some weekend and evening working essential. Extra provision will be made for expenses relating to telephone, travel and general expenditure which may occur through the period of employment. The co-ordinator will be required to work within an agreed budget.

Employment will be conditional on a PVG check being completed to the satisfaction of Fèisean nan Gàidheal.

## Iarrtasan Applications

Applications can be submitted by emailing an up to date CV with a letter detailing experience and suitability for the role to feischataibh@yahoo.co.uk.

Applications are due no later than **5pm, Friday 10<sup>th</sup> March 2017.**

The successful candidate's employment will be conditional on a PVG check being completed to the satisfaction of Fèisean nan Gàidheal.



ALBA CHRUITHACHAL

The Fèisean nan Gàidheal a' feòtainn taic bhò na bràithrean shìas | Fèisean nan Gàidheal is supported by the above bodies



Highlands and Islands Enterprise  
Spòrsair na Gàidhealtachd / nan Eilean



The Highland Council  
Comhairle na Gàidhealtachd



GAIDHEAL

