Fèis Fhoirt

Cothrom Obrach Job opportunity

Dreuchd:	**Co-òrdanaiche Cèilidh air Chuairt Fèis Fhoirt**
Position:	**Fèis Fhoirt Cèilidh Trail Co-ordinator**
Stèidhichte Location:	Negotiable, with attendance at training events in Stirling
Ùine Period:	March – September 2017

Tuarastal Stèidhichte

Fixed-term Fee:	£2,000

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Responsible to:	Fèis Fhoirt Committee

Fèis Fhoirt wishes to appoint a Cèilidh Trail Tour Co-ordinator to plan, publicise and deliver a tour of a group of young musicians around the Stirling, Falkirk and Loch Lomond areas 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 Fhoirt 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 Fhoirt 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 John MacNeil, Fèis Fhoirt Chairperson: feisfhoirt@aol.com.

Applications are due no later than **Friday 17th March 2017.**

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