



**Role Title: St John's Coordinator**

**Location:** Blackpool, St John's Square (with occasional travel to other locations as required)

**Contract Type:** Fixed-term (until June 2025)

**Reporting To:** Festival Organisers / Blackpool Comedy Festival Team

**Commission Fee:** £3,000

**Role Overview**

The St John's Coordinator will lead the programming and delivery of two days of outdoor entertainment in St John's Square for the Blackpool Comedy Festival 2025, on **31 May and 1 June 2025**. This role involves sourcing, booking, and coordinating comedy-centric street performers and entertainers, transforming St John's Square into a lively and engaging performance space similar to Covent Garden-style street entertainment.

**Key Responsibilities**

- **Programme Curation:** Design a dynamic schedule of outdoor performances focusing on comedy acts, street performers, and entertainers for 31 May and 1 June 2025.
- **Talent Sourcing:** Identify and engage street performers and comedy acts that align with the festival's vision and audience appeal.
- **Proposal Submission:** Develop and submit a programme plan, including proposed acts, performance times, and logistical needs, for approval by festival organisers.
- **Booking & Contracts:** Secure bookings and manage agreements with performers, ensuring all logistical and technical requirements are met.
- **On-Site Coordination:** Oversee the outdoor entertainment space during the event, acting as the main liaison between performers and festival organisers.
- **Logistics Management:** Coordinate performance schedules, manage set-up and break-down times, and ensure smooth transitions between acts.
- **Audience Engagement:** Work to create a vibrant atmosphere that draws in audiences, encouraging participation and enjoyment of the performances.
- **Problem-Solving:** Address any on-site issues promptly, ensuring minimal disruption to performances and audience experience.
- **Safety & Compliance:** Ensure performances adhere to health and safety regulations and any local authority requirements.
- **Post-Event Reporting:** Provide feedback on the programme, including attendance, performer feedback, and recommendations for future events.



### Skills & Experience

- **Event Programming Experience:** Proven experience in curating and coordinating outdoor entertainment or street performance events.
- **Talent Booking:** Experience in sourcing and booking performers, with an understanding of street performance dynamics.
- **Organisational Skills:** Strong project management skills, with the ability to coordinate schedules, manage logistics, and meet deadlines.
- **Communication Skills:** Excellent interpersonal skills for liaising with performers, partners, and festival organisers.
- **Creative Vision:** Ability to curate an engaging and diverse programme that appeals to a broad audience while maintaining a focus on comedy.
- **Problem-Solving:** Adaptability and quick thinking to resolve issues on the day of the event.
- **Attention to Detail:** Ensure all elements of the programme are planned and executed to a high standard.

### Requirements

- Availability for planning and preparation leading up to the event.
- On-site availability on **31 May and 1 June 2025**.
- Familiarity with St John's Square and the logistical considerations for outdoor performances.
- Ability to work independently while maintaining communication with the festival team.

### Festival Team Support

The Blackpool Comedy Festival team is committed to ensuring each coordinator has the support they need to succeed. Our team will provide:

- **Open Dialogue and Guidance:** Regular check-ins and open communication to discuss progress, challenges, and ideas.
- **Contract & Financial Management:** Full management of all performer contracts, venue agreements, and financial aspects.
- **Ticketing & Marketing:** Comprehensive support with ticketing logistics and festival-wide marketing, including promotion of scheduled events.
- **On-Site Support:** Assistance during the festival to ensure smooth delivery of events and to resolve any issues promptly.

This collaborative approach ensures coordinators can focus their efforts on developing and delivering an exciting, engaging, and successful programme for the festival.



**Your submission must include:**

- Tell us what you would like to do within the scope of the brief. Keep it fun and engaging!
- A proposal (no more than two pages or 2 mins in video format) outlining your approach.
- Please also include evidence of relevant experience including details of or links to other performances.
- Two referees with whom you have worked on similar projects. Please ensure they are in a position to provide a reference for the team members you propose (if applicable) for this project.
- CVs may be attached in addition to your proposal.

Please submit your proposal to [anthonywilliams@wintergardensblackpool.co.uk](mailto:anthonywilliams@wintergardensblackpool.co.uk) by midnight on 31 Jan 2025.