



Role Title: South Shore Coordinator

Location: Blackpool, South Shore (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: £2,000

Role Overview

The South Shore Coordinator will lead the development and delivery of the South Shore programme for the Blackpool Comedy Festival 2025, running from **24 May to 28 May 2025**. This role involves curating a diverse and engaging schedule of events, working closely with festival organisers, local businesses, venues, and performers to ensure a vibrant, community-driven experience.

Key Responsibilities

- **Programme Development:** Curate a dynamic programme of comedy events in South Shore, focusing on non-traditional venues such as cafés, bars, restaurants, and public spaces.
- **Partner Engagement:** Identify and build relationships with local businesses, venues, and partners who can host or support festival events.
- **Venue Selection:** Scout and secure suitable locations for events, ensuring they align with the festival’s vision and are logistically feasible.
- **Act Coordination:** Engage with performers, comedians, and entertainment acts to create a balanced and exciting schedule.
- **Proposal Submission:** Develop and submit a proposal outlining event concepts, locations, and schedules for approval by festival organisers before the programme launch.
- **Scheduling & Logistics:** Coordinate event timings, venue availability, and performer schedules to deliver a seamless festival experience.
- **Promotion Support:** Collaborate with the marketing team to promote South Shore events, providing key information and insights to maximise audience engagement.
- **On-Site Coordination:** Oversee event delivery during the festival, ensuring smooth operations, resolving issues, and maintaining positive relationships with partners and performers.
- **Reporting:** Provide regular updates to festival organisers on programme development and post-event feedback for future improvements.



Skills & Experience

- **Event Coordination Experience:** Proven experience in planning and delivering events, preferably within arts, culture, or entertainment sectors.
- **Relationship Building:** Strong communication and interpersonal skills, with the ability to engage and collaborate with businesses, venues, and performers.
- **Organisational Skills:** Excellent project management skills, with the ability to juggle multiple tasks, meet deadlines, and manage logistical details.
- **Creative Vision:** Ability to develop unique and engaging event concepts that align with the festival's goals and appeal to diverse audiences.
- **Attention to Detail:** Strong eye for detail when planning events, preparing proposals, and coordinating schedules.
- **Problem-Solving:** Quick thinking and adaptability to address challenges during event planning and delivery.

Requirements

- Available for planning and preparation in the lead-up to the festival.
- On-site availability during the festival dates (**24 May – 28 May 2025**).
- Familiarity with South Shore's venues, businesses, and community is desirable.
- Ability to work independently while maintaining strong 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 by midnight on 31 Jan 2025.