



Background Information: Hat Fair is the UK's longest running festival of outdoor arts. Founded in 1974 by Jonathan Kay, Hat Fair inspires and is inspired by the people, heritage and public spaces within Winchester. We aim to shine a light on the city, transforming the everyday into the extraordinary.

Now a major event, footfall averages 60,000 people over the three days of the festival, which takes place in early July each year. Approximately 200 free performances take place on the streets and in squares, parks, shopping centres, multi-storey car parks and even bus stations of the city.

The programme is both innovative and accessible, including the best in outdoor theatre, contemporary dance, circus, installation and traditional street performance for all ages from the UK and around the world. Hat Fair is part of Live Theatre Winchester Trust, which also governs Theatre Royal Winchester.

Job Description

Job Title: Hat Fair 2017, Stalls Manager
Reports to: This post is line managed by the Event Manager
Supervises: Members of Markets Crew

Purpose: The Stalls Manager is a key role within Hat Fair's festival management team. She or he will be responsible for the promotion and delivery of a high standard of markets and stalls for the event, which this year takes place from Friday 30th June to Sunday 2nd July 2017.

Specific Responsibilities

Financial income

- There is a net target income of £13,500 for stalls and markets (equivalent to £16,200 including VAT).

Pre-event

- Work with the Event Manager and Production Manager to create an attractive, competitive opportunity for stallholders
- Curate a suitable selection of traders to create a balanced, attractive market with stalls appropriate to the event (all infrastructure will be provided by stall holders)
- Work with traders, and where necessary the wider Hat Fair team, in advance of the event to:
 - Process and facilitate completed applications
 - Collate H&S paperwork for inspection by the local authority (risk assessments, HACCP, registration detail, insurance, registration details etc.)
 - Adhere to, without exceeding, the allocated space available for stalls
 - Confirm stallholders and negotiate pitch fees
 - Raise invoices in consultation with the Hat Fair finance managers and facilitate the banking and reconciling of payment cheques
 - Apply for and obtain Temporary Events Notices for stalls where necessary
 - Create a stalls map, and assist with the creation of site plans, relevant stalls positioning
 - Create the arrival documentation for stallholders in liaison with the Event Manager and Production Manager

During the event

- Manage the arrival and positioning of stallholders at the event
- Manage the needs and requirements of stallholders during the event
- Work with the onsite Health and Safety Manager to inspect traders stalls
- Manage the packdown and egress of stallholders, document the implications for environmental bonds, and limit disruption to ongoing performances

Post event

- Liaise with Hat Fair's finance managers to return environmental bonds to traders where appropriate
- Manage and respond to any queries or concerns of the traders

General

- Work with the Event Manager on the sourcing and procurement of infrastructure, if required
- Act as Stalls Manager during the Event
- Assist the EMT in any emergency situation as appropriate

Terms and Conditions of Contract

Length: The contract duration is from March to July 2017.

Fee: A flat fee of £2,500, inclusive of travel, use of home internet, phone etc. Any additional expenses will be subject to advance approval and paid on a monthly basis on completion of an expenses claim.
Accommodation in Winchester will be provided if required from Thursday 29th June – Saturday 1st July; meals will be provided from Thursday 29th June – Sunday 2nd July.

Commission: A commission of 10% will be paid on earned net income above £13,500. For the avoidance of doubt the base target and any VAT will be deducted before any commissions are paid.

Payment schedule: To be mutually agreed.

- Each instalment will be subject to an invoice and payment will be made up to 30 days from receipt of hard copy invoice. The invoice must state your Unique Tax Reference Number or proof that you are self-employed. The Stalls Manager is responsible for her / his own tax and NI payments.
- The contract for this role will be issued by Live Theatre Winchester Trust trading as Hat Fair.

Hours of work: This contract is non-prescribed in relation to working days and hours with the exception of Festival Production Week (full-time presence on site will be required between Thursday 29th June – Sunday 2nd July inclusive) and advance site meetings (dates to be mutually agreed). The Stalls Manager will work from her or his home / office as preferred.

Application Procedure:

- Please send a CV and brief cover letter (no more than 2 sides of A4) by 12 noon on Friday 24th March to recruitment@theatroyalwinchester.co.uk with HAT FAIR STALLS MANAGER in the subject line, outlining your suitability for and interest in the role, along with an indication of any other prior commitments in March – July 2017.

- Live Theatre Winchester Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.