

Fèis Phàislig Ceilidh Trail

Position: **Ceilidh Trail Coordinator**

Fixed-term fee: **£3000 + reasonable travel expenses**

Type of contract: **Freelance**

Period of employment: **April - August 2022**

Key Dates:

- **Project Planning & Group Rehearsals: April-June**
- **Training Week (Plockton): 4th-8th July**
- **Summer Tour: 1st-14th August**
- **Evaluation: Late August**

Foir-shealladh // Overview

Fèis Phàislig was established in November 2014 to provide traditional music opportunities for young people in Renfrewshire. We now offer a year-round programme of events including our Ceilidh Trail project. This project allows young people aged 16-25 to gain valuable experience of the music profession, develop their skills as traditional musicians and gain a period of employment as a performing musician as well as creating a high quality showcase of local traditional music and song.

Geàrr-chunntas na dreuchd // Role Summary

We are currently seeking a Coordinator for our 2022 Ceilidh Trail who will be responsible for the planning and delivery of our summer tour. The Coordinator will be expected to have a flexible approach to hours, with evening and weekend working essential during the dates specified above. Extra provision will be made for expenses relating to travel and general expenditure which may occur through the period of employment. The Coordinator will be required to work within an agreed budget and report to our Fèis Coordinator on a regular basis. The successful applicant must also undergo a PVG check with Fèisean nan Gàidheal if not already registered. Please see our person specification below for more information and the attached job description for a list of specific tasks.

Sgilean pearsanta // Person Specification

Deatamach // Essential

- Full driving licence and access to a vehicle
- Good managerial and organisational skills, including IT skills
- Pleasant manner, diplomacy, and the ability to build up good relationships with trail participants, Fèis Phàislig committee and venue staff and volunteers
- Ability to work to deadlines unsupervised and on own initiative
- Basic knowledge of financial record keeping
- Knowledge of and skills in traditional music
- Ability to set up and run a PA system

Feumail // Additional useful attributes

- A good knowledge of the Fèis movement, and of community arts in the Highlands
- The ability to speak Gaelic would be an advantage, though language training will be offered to the successful candidate if appropriate

Gus cuir a-staigh // How to Apply

To apply, please send your CV and a cover letter detailing your experience and suitability for the role to info@feisphaislig.com. **Applications must be submitted no later than 5pm on Sunday 27th March 2022.**

For any further information, please feel free to get in touch.

Kind regards,

A handwritten signature in black ink, appearing to read 'G. McFarlane'.

Grant McFarlane

Fèis Coordinator

Dleastanasan // Specific tasks

1. Liaise regularly with Fèis Coordinator to design the Cèilidh Trail tour including initial training days / rehearsals in May and June 2022.
 - a) Responsible for the booking and confirmation of training, tour dates, venues and transport.
 - b) Ensure that the performers are briefed on all necessary aspects of the project and schedule.
 - c) Attendance and training support at initial training events in May and June 2022.
2. Liaise with the Fèis Coordinator regarding production of marketing materials.
 - a) Provide a finalised tour itinerary and publicity photographs to the Fèis Coordinator by Tuesday 31st May 2022.
 - b) Distribute posters and marketing materials in a timely fashion to the venues and communities involved.
3. 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.
4. Assist Fèis Phàislig Development Officer to increase the use of Gaelic in Cèilidh Trail publicity and at Cèilidh Trail events.
5. Implement systems for handling finances and keeping track of administration to ensure that all reports and claims to project funders can be made in a timely fashion.
7. Prepare and submit an end of project report, including a financial report and participant and audience feedback, within two weeks of tour completion.
8. Attend to all reasonable matters that are required to ensure the success of the project.