Ceilidh Trail Project Manager 2027

Position: Ceilidh Trail Project Manager

Contract: Freelance, 1 Feb 2027 to 31 August 2027

Total fees: Up to £6,245, plus agreed travel and subsistence

- **Project management and tour delivery:** Fixed fee of £3,550; estimated workload of 100 hours (costed at £35.50 per hour).
- **Rehearsals:** £45.50 per hour, up to ten three-hour sessions (£1,365)
- **Fèis Alba training week:** £266 per day for five days (£1,330)

Reports to: Grant McFarlane, Director

Appointment and delivery of the 2027 Ceilidh Trail are subject to funding confirmation.

Key dates

- **Auditions:** Sunday 14 March 2027 (provisional)
- **Planning, bookings and rehearsals:** April-July 2027
- **Fèis Alba training week:** Monday 5-Friday 9 July 2027 (provisional)
- **Summer tour:** Two weeks in August 2027 (dates to be confirmed)
- **Evaluation and board report: Following the tour, by 31 August 2027**

Foir-shealladh // Overview

Established in 2015, Fèis Phàislig provides traditional music and Gaelic opportunities for young people in Renfrewshire. Our Ceilidh Trail gives musicians aged 16-25 paid performance experience through a two-week summer tour, helping them develop their skills and confidence while presenting a high-quality showcase of traditional music and song.

Geàrr-chunntas na dreuchd // Role summary

The Project Manager supports auditions, plans and books the tour, facilitates rehearsals and guides and supports the musicians through training and the tour. Working with the Director and within an agreed budget, they help deliver a safe, supportive and professionally organised project. The role requires evening and weekend availability, attendance at Fèis Alba training week and availability throughout the two-week August tour.

Dleastanasan // Responsibilities

- Sit on the audition panel (March) and contribute to selection discussions.
- Source and book a programme of approximately 25 gigs over twelve days, agreeing booking terms and coordinating contracts and venue liaison.
- Plan the itinerary, rehearsals, transport and any accommodation, keeping musicians, venues and colleagues informed of arrangements and changes.
- Facilitate up to ten three-hour rehearsals between April and July, guiding the group's repertoire and arrangements. Draw out the musicians' ideas and encourage their ownership, offering material and musical direction to suit their experience. Attend the five-day Fèis Alba training week to support the musicians. Rehearsal facilitation and training week attendance are paid separately from the project management fee.
- Be present with the group every day of the two-week tour, including travel and performances, supporting the musicians' welfare and professional development. Follow safeguarding procedures and report concerns promptly to the designated contact.
- Manage daily tour delivery, including driving the group, venue liaison, PA setup and operation, soundchecks and pack-down.
- Work with the Director on risk assessments, emergency arrangements and any access or support needs.
- Provide accurate tour information and publicity photographs, with appropriate permissions, and help distribute marketing materials to venues and communities.
- Support the use of Gaelic in publicity and at performances, with language support where needed.
- Manage agreed expenditure within budget, retaining receipts and clear records for payments, claims and funder reporting.
- Gather feedback from the musicians and available audience feedback, and prepare a final report for the board, including a financial summary and recommendations.
- Maintain regular contact with the Director, handle participant information securely and carry out other reasonable tasks within the agreed project scope.

Sgilean pearsanta // Person specification

Deatamach // Essential

- Strong organisational skills, with the ability to coordinate bookings, schedules and deadlines.
- Clear, friendly communication and positive working relationships with musicians, colleagues, venue staff and volunteers.
- Ability to work independently, use initiative and keep the Director informed.
- Good IT skills and basic financial record keeping.
- Knowledge of traditional music and live performance, with the musical skills to guide repertoire and arrangements and support musicians with different levels of experience.
- Ability to set up and operate a PA system.
- Understanding of the duty of care involved in working with young people and willingness to follow safeguarding procedures.
- Availability for auditions, planning, rehearsals, training week and the August tour, including evenings and weekends.
- Full driving licence and access to a personal vehicle.

Feumail // Desirable

- Experience of coordinating tours, live events or community arts projects.
- Experience of supporting young people or emerging musicians.
- Knowledge of the fèis movement and community arts in Renfrewshire and across Scotland.
- Gaelic language skills or experience of including Gaelic in music activities.

Appointment will be subject to the safeguarding checks appropriate to the duties. The Project Manager will receive a briefing on relevant project procedures before delivery.

Mar a chuirear tagradh // How to apply

Please send your CV and a covering letter explaining your experience and suitability to info@feisphaislig.com.

Application deadline: Sunday 29 November 2026.

We expect to hold online interviews with shortlisted applicants during the week commencing 7 December 2026.

For further information or to discuss access requirements for the application process, contact Grant McFarlane at info@feisphaislig.com or on 07595 175099.