

# RAMADAN TENT PROJECT

**Role:** Programmes and Festival Manager

**Reporting to:** CEO

**Responsible for:** Programme Officers, Co-Hosts, Speakers, Contractors

**Salary:** £30-£35K per annum (dependent on experience)

**Contract Type:** Part-time, permanent (32 hours a week)

**Start date:** September 2024

**Location:** Remote and co-working day, present at RTP events

**Deadline:** 11:59pm, Friday 30 August 2024

## **Purpose and Key Responsibilities:**

The Programmes and Festival Manager is responsible for leading on all aspects of programming, design and curatorial framework for Ramadan Tent Project's annual Ramadan Festival and all other RTP events. Working closely with the CEO, they will help develop the programming across all activations across the Festival, and expect to be on-site when required. The role encompasses both program management and operational responsibilities, ensuring the effective and efficient delivery of the charity's mission and initiatives and the smooth functioning of day-to-day programmatic operations of the Ramadan Festival.

- Leading the execution of the Ramadan Festival programme, and all national RTP projects and programmes, working to meet the strategic aims, objectives, and targets set by the CEO
- Managing the administration and programming of all Ramadan Festival events
- Designing the development of programming across all RTP events (including outside of Ramadan) complete with timings, topics, speakers and partners
- Working closely with Events Manager, Marketing/Comms team & reporting back to the CEO
- Identify key sources of funding and income generation models to support programmes, events and business development including fundraising to reach targets set by the CEO
- Assisting the CEO in managing and maintaining key stakeholder relationships with sponsors, partners, venues and high-net worth donors
- Approach all events with a sales and business development mindset, applying a cost-benefit analysis ensuring profitability as well as social impact value for the organisation
- Identify and present to CEO financial support from trusts & foundations to further RTP's mission
- Assisting the CEO in completing and submitting application forms for financial support
- Identify key opportunities for business development with existing and new partners
- Commissioning workshops, speaker sessions, curatorial events to artists, designers, entrepreneurs, practitioners etc. and arranging full brief/debrief sessions for evaluation
- Arrange invitations with speakers, liaise with venues, sponsors across all programming events
- Liaising with hosts, ensuring running orders and scripts are created and sent in advance
- Monitor project progress, identify potential risks, and propose solutions to address challenges
- Ensure any questions, concerns and complaints that may arise from different team members and the general public are relayed and presented to the CEO
- Liaising with the press and media team on press releases and media presence
- Liaising with all teams across RTP to provide support and guidance for programme delivery, discussion of ideas/updates and resolving any problems that may arise
- Leading in the development and implementation of plans to improve the programming of Ramadan Festival and delivery of all other RTP events
- Supporting in the production of a holistic report after the conclusion of Ramadan Festival, in addition impact reports for grants and any other reports requested by the CEO
- Organise annual organisation-wide evaluations and reporting from all department leads

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## Essential Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational and leadership skills in similar position with min. 3-5 years' experience
- Excellent verbal and written communication skills
- Excellent proficiency in budget expenditure; setting & managing annual budgets for all programmes
- Knowledge of fundraising and strategic income generation
- Highly experienced and an exemplary track record in project curation and programming
- Proven experience working cross-functionally within a team
- Clear and excellent communications skills and team player
- Proficiency with Office 365 suite of products
- Work under pressure and meet tight deadlines
- Excellent command of English (other languages also desirable)

To apply, send a copy of your CV and cover letter to [info@ramadantentproject.com](mailto:info@ramadantentproject.com).  
The email subject should be your FULL NAME and the ROLE you are applying for (e.g. Sarah Ali, Events Manager)

## Please note:

- We are unable to consider your application without both a CV and cover letter
- Interviews will take place on a rolling basis
- Applications will close at 11:59pm on Friday 30 August 2024, applications received after this time may not be considered
- Should you have any questions, please write to [info@ramadantentproject.com](mailto:info@ramadantentproject.com) with Query: the role you are interested in (e.g. Query: Programmes and Festival Manager)