

SECTION ONE – Title and responsibility

Nene Valley Festival Programme Assistant
(Hosted by East Northamptonshire Council)

Responsible to: Tourism Promotions and Development Officer

SECTION TWO – Main outcomes to be achieved

To develop and promote Nene Valley Festival related activity in the Nene Valley to help meet the Nenescape Landscape Partnership Scheme outcomes.

SECTION THREE – Main responsibilities

1. To assist with developing and implementing the Nene Valley Festival events programme.
2. To work with tourism related attractions, businesses and volunteer related organisations to include events, activities and offers to the festival programme.
3. To assist with placing Nene Valley Festival advertisements in relevant publications.
4. To produce and arrange for the distribution of appropriate publicity material.
5. To create a spreadsheet of risk assessment and public liability documents for all festival partners.
6. To update the content of the Nene Valley Festival pages on www.nenevalley.net
7. To manage the Nene Valley Festival twitter page.
8. To prepare festival evaluation surveys.
9. Any other matters relevant to the post as may be directed from time to time.