

Job Description: Festival Producer / team

The Towers and Tales Festival Producer / team is responsible for the delivery of the annual Towers and Tales festival celebrating children's books, illustration and story, working with the festival committee and Lismore Castle Arts to ensure the continued success of the festival. The producer is the central contact and responsible for managing logistics and author liaison. Supported on site by Lismore Estates General Manager, Lismore Castle Arts and the Lismore Castle Team.

The Role

- Plan the festival timeline and deadlines for various aspects of the festival.
- Be responsible for the overall administration and coordination of the festival
- Ensures a safe, clean and friendly environment
- Manage the delivery of the T&T programme as agreed by festival programmers ensuring a high-quality experience is available to children and young people throughout the day
- Design, or work with designers, to create an imaginative and inspiring festival hub
- Develop and manage it on the day the festival hub, including contracting vendors, sourcing tents, power points, av equipment, signage, maps, refuse, security and all legal, contractual and health & safety compliances
- Liaise with off-site venues and ensure that the necessary technical requirements are in place
- Recruit, train and manage volunteers.

Marketing and PR

- Create event copy for the festival programme and website, working with the programmers, artists and publishers
- Generate media coverage by creating press releases and liaising with media partners
- Manage the design, print production and distribution of festival programmes
- Provide content for and maintain social media platforms periodically throughout the year, increasing in the lead up to and during the festival, including T&T website, Facebook, X and Instagram
- Send regular festival newsletter to subscribers

Box Office

- Set up and manage online ticketing and sales, working to agreed targets
- Manage box office

Artist Liaison

- Manage travel, accommodation and other logistics for participating authors and guests
- Related hospitality including compiling weekend schedules, welcome packs and catering needs

Community/Outreach

- Build and maintain relationships with local and community groups
- Work with local schools to coordinate the festival's education and outreach programme
- Source funding for and oversee delivery of the festival's Bookbag project, gifting books to local primary schools

Fundraising/Finance

- Create and manage the budget for the festival and all festival-related activities
- Research funding opportunities and create applications
- Nurture relationships with partners, sponsors and funders to maintain existing revenue streams
- Draft Arts Council Festival Funding applications in consultation with the festival curator and LCA

The role is for a fixed term part time / flexible commencing October 2025 to End June 2026. You are required to work such hours as are necessary to fulfil the role a minimum of 1 day per week initially with hours increasing as the festival date approaches. The role can be fulfilled remotely but regular visits to Lismore Castle for meetings and briefings is required leading to weekly and daily visits prior to the Festival date.

Lismore Estates welcomes applications from individuals or groups in the fulfillment of the programme, for example bringing in their own team to manage various aspects of the festival, which may include production assistants, pr and graphic design. Additional funding may be available for a team.

Individual fee €12,000 - €14,000 depending on experience, with up to €18,000 for a festival team to manage all aspects of the festival delivery.

To apply for the position send a covering letter and cv to gallery@lismorecastlearts.ie
Deadline for applications: Friday 3 October 2025, 1pm

Interviews w/c: 6 October 2025.