



## **Literature Festival Manager, Asia House**

Asia House is seeking a talented and creative individual to curate, manage and execute our Literature Festival events, which form a key part of the Arts and Learning programme. The primary task of the Manager will be driving **the Asia House Bagri Foundation Literature Festival**, the signature programme on the Asia House calendar.

Held in May each year with other pre festival events and educational outreach to schools and libraries spread over the summer, the prestigious **Asia House Bagri Foundation Literature Festival** showcases the best in Asian Literature. Following the new partnership with the Bagri Foundation, we are looking to expand and further develop the educational and learning streams of the programme.

The Literature Festival Manager must have experience in the publishing industry and a wide range of contacts among authors, publishers and agents. A breadth of depth of knowledge of literature, particularly Asian literature, is also important. A network of contacts in education and learning would be an advantage. Exceptional organisational skills and good written and verbal communication skills are also necessary.

Planning and implementing the Literature Festival is the No 1 objective of this role. This includes attracting guest authors and speakers, managing events and developing themes for related educational activities.

The Literature Festival Manager will report to the Head of Arts and Learning at Asia House and will be part of the Arts and Learning team.

### **Main responsibilities:**

- Manage and produce the Asia House Bagri Foundation Festival of Asian Literature
- Research and develop a full programme of events
- Develop partnerships and an outreach programme to help build the Asia House Bagri Foundation (Literature) brand
- Develop an on-going programme of educational events with guest authors in conjunction with the relevant publishers

### **Curate Author Events:**

- Research all potential authors and books.
- Assist the Head of Arts and Learning on future sponsorship applications.
- Communicate with publicists and literary agents to generate strong awareness of the Festival within the industry.
- Good communication skills to work with and engage authors who are potential speakers
- Research and develop topics/themes for Festival panel events and for the programme as a whole.

- Research, engage and brief moderators/interviewers and ensure that they have all required material, author contact info and to relay a clear picture of what is expected of them and of the themes of talks.
- Research and identify appropriate books and activities to produce Festival family events and manage the production of these events.
- Manage on-going author/publisher liaison including permissions for photography and recording at events, negotiation of travel, fees and expenses.
- Manage the Festival's budget
- Liaise with official bookseller in all aspects of book provision and Sales.

### **Develop Educational programme:**

Asia House's partnership with the Bagri Foundation has enabled us to build and extend the educational and learning elements of the festival. We aim to further develop this strand of programming through events in London and the regions. The Festival director will therefore be required to:

- Work with already established partners/others to develop our relationships and new ideas for the future.
- Develop the outreach activities including a libraries programme, schools programme and possibly other programmes (to be determined– with assistance from Asia House staff and our partners at the Bagri Foundation).
- Network with schools, community groups and libraries outside of the institution to ensure the success of the outreach programme.

While the primary responsibility of the role will be the delivery of a world-class literature festival, the Manager may be asked to coordinate literature and discussion events at other times of the year as part of the wider Arts and Learning programme.

**This is a permanent, full-time role based at Asia House in London.**

Please send a copy of your CV with a one page covering letter and expected salary to: [recruitment@asiahouse.co.uk](mailto:recruitment@asiahouse.co.uk).

Closing date 2<sup>nd</sup> May 2014.