

CALMAST

Who we are

Calmast is South East Technological University's STEM Engagement Hub in Waterford. It was established in 2002 to address issues in STEM (Science, Technology, Engineering and Maths) building on work of the South East Schools Science Initiative commenced in the 1990's. The centre leverages the resources of SETU (in particular the staff, students and venues) and works in partnership with schools, industry and business, local authorities, public bodies and non-governmental organisations. Calmast has been funded by Science Foundation Ireland (SFI) as the STEM Hub for the South East Region.

The core value is "STEM for all" and we work in a spirit of partnership in all things to engage as many as possible. In 2021 over 30,000 attended Calmast coordinated events in the region and hundreds of thousands engaged with Maths Week Ireland. The Centre directors are Dr Sheila Donegan and Eoin Gill.

In addition to running Maths Week, Calmast run Kilkenny Science Festival, Wexford Science Festival and the South East Science Festival, regional festivals as part of the national Science Week programme. Science Week is a week-long event in Ireland each November, celebrating science in our everyday lives. Science Week includes a wide variety of events involving industry, universities, schools, libraries, teachers, researchers and students throughout Ireland. Science Week has a number of regional festivals offering a range of opportunities for the public to engage with STEM in across Ireland. Science Week 2022 will take place 12-19 November.

South East Technological University is a university located in the South-East of Ireland

What we are looking for

We wish to engage **Programme Management Services** for a period of 3 months to effectively administer and deliver three festivals: Wexford Science Festival, Kilkenny Science Festival and South East Science Festival that take place from 12 – 19 November 2022.

The services will assist the Calmast team in the development of the festival programmes, and will involve scheduling, contracting, logistics, marketing and speaker liaison. Most activity of the festival will be face to face, but there will be limited online delivery.

Activity function for contract of services include:

- Lead on all programme team administrative systems and processes, work with the wider team to deliver improvements to existing processes
- Support the team in the development of the festival programme
- Overall responsibility for festival management including logistics, all arrangements relating to travel, accommodation and contracts/fees, before and after the festival.
- Manage the programme schedule
- Liaise with all festival venues and source venues if needed and ensure requirements are met for each event
- Liaise with hotels on availability, rates and allocations
- Liaise with speakers on travel and other requirements
- Maintain and control the budget for all the organisation's activities
- Gather invoice and payment information from speakers
- Update and maintain festival websites
- Liaise with media pre, during and post festival, including liaising and feeding in information relating to the 3 festivals with the national PR company
- During the festival act as hospitality liaison
- Feed into the evaluation processes within the team and help with the preparation of information for post festival feedback and reporting.
- Provide regular communication to festival partners, stakeholders, volunteers and sponsors
- Provide event listings for website , and for overall national science week website
- Assist with social media for all 3 Festivals
- Any other duties as required by the Directors.

Post Event:

- Work with the team to create Post Event reports including evaluation, fulfil the necessary paperwork for funders and sponsors, make sure all stakeholders and participants are thanked, and create internal reports for learning and moving forward.

Selection Criteria

The table below shows the selection criteria which will be used in selection and the weight given to each criterion.

Criterion	Weight
Relevant experience	70%
Availability	10%
References	10%
Fee inclusions	10%

Relevant experience: applicants should display relevant experience in working in programme management of festivals and / or events. Please include CV and separate document outlining the role played in 3 previous festivals / events.

Availability: Due to the timing of the festival, an immediate start date is required.

References: please supply 2 references or endorsements from previous festivals / events

Fee : Please note this contract is for a 3 month period.

Applications should be submitted before Tuesday 27 September 2022
at 3pm