



ubud  
food  
festival

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[www.ubudfoodfestival.com](http://www.ubudfoodfestival.com)

## Ubud Food Festival Manager 2016

### POSITION DESCRIPTION Ubud Food Festival Manager

#### **Key Relationships**

Reports to: Festival Director

Supervises: Ubud Food Festival Team

#### **Overview**

This position is of a significant role that requires the development and delivery of a world-class Food Festival based in Ubud. In this role, the Manager works closely with the Ubud Food Festival Founder & Director and Festival Management, as well as with the Ubud Writers & Readers Festival (UWRF) Management team.

#### **Responsibilities**

##### Program

- With the Festival Director, invite speakers and follow up with contracts and agreements.
- With the Festival Director develop a strong program of panel sessions, workshop, cooking demonstrations, special ticketed events, and more.
- Write the descriptions for program events.
- Ascertain and manage all the program requirements with each speaker, such as ingredients and technical requirements.
- Obtain all speaker bio information and promotional collateral.
- Develop itineraries for the speakers' travel, accommodation, transport, meals and honorarium, and communicate complete details to all speakers.
- With the Director, find and secure venues for the events.

##### General/Administrative

- Develop a timeline and budget with the Festival Director and festival team.
- Adhere to and maintain expenditure limits in line with the agreed annual budget.
- Supervise and manage travel requirements and accommodation for all speakers, chefs and performers.
- Supervise the volunteer's management and their role during the event.

##### Marketing / Media



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- With the Festival Director and Marketing Manager assist with the overall branding, messaging, program book, promotional assets, website and the content.
- With the Media Coordinator develop the media strategy, and assist with its implementation.
- With the Marketing team develop a ticketing system, pricing and sales forecasts.

## Partnership

- Organise, co-ordinate and document Festival debriefing and proposal content.
- Develop a sponsorship strategy for cash and in kind support with the Partnership team.
- Develop proposals and entitlements with the Director and Partnership team and Marketing team.

## Production

- With the General Manager supervise the production of the Festival; the sound system, lighting, equipment, decorations etc.
- With the General Manager supervise the production of banners, merchandise, signage and goodie bags for speakers.

## VISION FOR THE FESTIVAL

- Create a world-class Food Festival.
- Establish a self-sufficient, sustainable event.
- Showcase Indonesia through its food and produce, its chefs, restaurateurs, industry workers, farmers and business owners.
- Showcase Indonesia through its associated culture, arts and language.

## SELECTION CRITERIA

- 5 years Event Management/project management experience
- High level communication skills
- Experience and/or interest in the food & beverage industry
- Proven ability to work to deadlines & and in a changing and faced-paced environment
- Social media savvy, in order to best search out potential speakers and program focuses

## KPIs

- A successful, well-run Food Festival.
- Successful, positive engagement with sponsors, speakers and participants.
- Team respect.
- A Festival delivered within the budget.
- Deadlines successfully met.