



JOB DESCRIPTION

Job Title:	FORMAT Festival Programme Co-Ordinator
Reporting to:	QUAD/FORMAT Producer
Based:	At QUAD/ hybrid working (easy commute to Derby, UK, is essential)
Freelance Fee:	Fixed Term Freelance Fee: £12,000 (60 days during the period from 5 October 2026 to 30 April 2027). Payment in three installments based on delivery milestones as agreed on point of contract.
Hours & Availability:	You must be available to be in Derby as necessary during the contract period including evenings and weekends. Working days to be agreed with QUAD/FORMAT Producer.
Location:	Your own work base, with availability for face to face and venue meetings in Derby/partner areas during the preparatory period. In person in Derby in weeks leading up to and during the festival.
Closing date:	Wednesday 9 September, 23:59 (BST)
Interviews:	Week beginning 28 September 2026
Start Date:	End of October 2026

OVERVIEW

QUAD and FORMAT International Photography Festival are seeking an experienced and ambitious Festival Programme Co-Ordinator to join the team on a fixed-term, freelance contract, from October 2026 to April 2027. The Festival Programme Co-Ordinator will play a key role in the planning and delivery of FORMAT27, the UK's largest biennale festival of photography and related media, taking place across Derby from 11 March to 11 April 2027.

Working closely with the FORMAT/QUAD team and project partners, the primary focus of the role will be the planning, co-ordination and delivery of the Festival launch weekend, the flagship moment of FORMAT27. Bringing together exhibitions, artist events, talks, public programmes, the FORMAT Photobook Market and International Portfolio Review, the launch weekend is the largest and busiest period of the festival and will welcome artists, delegates, partners and audiences from across the UK and internationally.

Alongside the delivery of the launch weekend, the Festival Programme Co-Ordinator will support the wider festival programme, working collaboratively with artists, partners, venues, volunteers and suppliers to ensure the successful delivery of events and an excellent experience for audiences and participants. The postholder will also contribute to project administration, reporting and evaluation following the festival.

The Festival Programme Co-Ordinator will work closely with the FORMAT/QUAD Programme Team, including the QUAD CEO, QUAD/FORMAT Producer and QUAD/FORMAT Curator, alongside the QUAD Finance, Marketing, Technical and Operations teams, volunteers, interns and a wide range of festival partners. The successful applicant will be an organised and proactive project co-ordinator, with excellent communication skills, experience of delivering cultural events, and the ability to manage multiple priorities within a fast-paced festival environment.

ABOUT FORMAT

FORMAT International Photography Festival was established in 2004 and is the UK's largest biennale festival of photography and related media, and a leading international platform for supporting the development, production and presentation of ambitious new work by artists working with photography and related media. FORMAT is based at QUAD, where it is an integral year on year offer to local, regional and international audiences.

FORMAT works with multiple partners to present a rich and varied programme of exhibitions, publicly sited commissions and events, talks, workshops, residencies, and the FORMAT International Portfolio Review – the vast majority of which is free at the point of access. We are committed to sharing the very best photography with our audiences. Partnership is at the core of our festival model, and critical to the development and delivery of our ambitions. www.formatfestival.com
www.derbyquad.co.uk

FORMAT FESTIVAL PROGRAMME CO-ORDINATOR – ROLE & KEY RESPONSIBILITIES

The Festival Programme Co-Ordinator will support the planning, co-ordination and delivery of FORMAT27, with particular responsibility for the successful delivery of the Festival launch weekend. Working closely with the FORMAT/QUAD team and project partners, you will help ensure the smooth delivery of key festival events, support artists, delegates and partners, and contribute to the successful delivery of the wider festival programme.

Festival Launch Weekend

- Co-ordinate the planning and operational delivery of the FORMAT27 launch weekend, working closely with the FORMAT/QUAD team, artists, partners, venues and suppliers.
- Co-ordinate the production and operational logistics of the FORMAT Photobook Market and International Portfolio Review.
- Support exhibition installation and deinstallation where required.
- Work closely with the QUAD Team to ensure festival venues are managed effectively and provide a high-quality visitor experience.
- Respond to operational challenges as they arise, ensuring the smooth delivery of events across multiple venues.

Artist, Partner & Volunteer Liaison

- Build and maintain positive working relationships with artists, partners, venues, suppliers and stakeholders.
- Act as a key point of contact for logistical enquiries.
- Co-ordinate arrangements for selected artists and speakers, including travel, accommodation, biographies, images, briefing packs, work permits and associated logistics.
- Support the recruitment, co-ordination and day-to-day management of festival volunteers.
- Liaise with project interns and volunteers, providing guidance and support where appropriate.

Production & Operations

- Liaise with the FORMAT/QUAD technical team, freelance technicians, interns and volunteers to support the successful delivery of festival activity.
- Work closely with artists, partners, venues and technical teams to identify and deliver technical requirements for exhibitions, talks, workshops and events.
- Co-ordinate technical resources and operational requirements efficiently, ensuring delivery within agreed budgets and timescales.
- Prepare and maintain event risk assessments and other operational documentation.
- Support the development and delivery of the wider festival programme.
- Manage the contracting and administration of venues, artists, suppliers and partners, with support from the QUAD/FORMAT Producer.

Finance, Communications & Administration

- Finance, Communications & Administration
- Monitor selected project budgets.
- Work with the QUAD Marketing Manager to support festival communications, including copywriting, editing and image collation across marketing channels.
- Support the maintenance and updating of the FORMAT and QUAD websites, ensuring festival content is accurate and up to date.
- Assist with the creation and management of Spektrix event listings, ticketing information and related audience communications.
- Undertake programme administration, including maintaining project documentation,

schedules and correspondence.

- Contribute to project evaluation, Arts Council England reporting, KPI monitoring and data collection, ensuring accurate records are maintained throughout the project.
- Attend programme, production and partner meetings as required.

Other Responsibilities

- Ensure FORMAT's environmental impact is consciously managed throughout the planning and delivery of the festival, supporting QUAD's commitment to working towards net zero.
- Work in accordance with QUAD's policies and procedures, including those relating to equality, diversity and inclusion, safeguarding, health and safety, and environmental sustainability.
- Undertake any other duties commensurate with the level of the role, as reasonably required.

PERSON SPECIFICATION

	Essential	Desirable
Experience of:	• Project or festival experience within an arts or cultural sector (equivalent to two years), including working on event production and festival projects. • Experience of coordinating multiple projects or events simultaneously, managing competing priorities and deadlines. • Experience of working closely with artists, partners and stakeholders in the development, production and delivery of events, talks and participatory activity. • Experience of managing negotiations with artists, technical producers, partners and suppliers. • Experience of managing project budgets, including grant monitoring, evaluation and reporting to stakeholders. • Experience of coordinating artist and delegate hospitality. • Experience of working collaboratively with venues, partners and suppliers to deliver public events. • Experience of supporting the delivery of live events and responding effectively to operational challenges.	• Demonstrable experience of project management on a similar scale to FORMAT International Photography Festival. • Experience of managing or supporting volunteers. • Experience of Photobook Markets. • Experience of Photography Portfolio Reviews. • Experience of working on talks and events programmes. • Experience of working across multiple venues.
Knowledge of:	• Regional and international photography and lens-based media networks. • An excellent understanding of the artistic and social context, issues and practicalities of working with artists with a specific focus on photography and lens-based media/moving image. • An understanding of the practicalities of delivering public events and cultural programmes.	• Ability to assess technical requirements and work with technical teams to produce and deliver projects. • Knowledge of Arts Council England funding and reporting requirements. • An awareness of environmentally sustainable working practices within the arts

	An understanding of access, inclusion and audience experience within arts and cultural events.	and cultural sector.
Skills	- IT skills, especially Microsoft Office, project and collaborative management tools, plus working knowledge of social media including Facebook and Instagram. - Excellent written and oral communication skills. - Excellent organisational and time management skills. - Strong organisational and administrative skills, with the ability to manage multiple priorities and deadlines. - Excellent interpersonal skills with the ability to build positive working relationships. - Ability to work independently, use initiative and respond calmly under pressure.	- Experience of web programmes such as WordPress and Adobe Creative Suite. - Experience of CRM systems such as Spektrix.
Personal Qualities	- Highly organised and able to work to deadlines. - Attention to detail and ability to work under pressure. - Ability to self-manage and self-motivate. - A collaborative attitude and ability to work within a small, committed team. - A proactive and positive approach to work. - Commitment to delivering a high-quality visitor and participant experience. - Flexibility, commitment and the ability to multi-task. Prepared to work unsocial hours, and flexibility to travel as Festival commitments require.	
Equalities	A commitment to and an understanding of access, equal opportunities, diversity and equality.	Knowledge of Arts Council England's <i>Let's Create</i> strategy and Inclusivity & Relevance strategies.

Qualifications, etc.	• GCSE English and Maths, A Level or NVQ level or equivalent – or demonstrating a good level of knowledge gained through relevant experience. • BA in a relevant/related subject area.	• MA in a relevant/related subject area. • Full clean driving licence.
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