



Literature Programme Manager

Asia House is seeking a talented and creative individual to organise, manage and execute our year round literature events. This is an exciting and dynamic role, which forms a key part of the Arts and Learning programme.

The primary role of the Literature Programme Manager will be driving **the Asia House Bagri Foundation Literature Festival**, which showcases the best in Asian literature and is the signature programme on the Asia House cultural calendar. It is held during May each year with other pre festival events and educational outreach to schools and libraries spread over the summer.

The Literature Programme Manager must have experience in the publishing industry and a range of contacts among authors, publishers and agents. A breadth and depth of knowledge of literature, with an emphasis on Asia is also important, as is experience of writing and receiving grants. 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 Asia House Bagri Foundation Literature Festival is the primary objective of this role. This includes attracting guest authors and speakers, managing events and developing themes for related educational activities.

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

Skills and Experience

Essential

- A minimum of three years' experience in a content generation role, ideally in a cultural and/or charitable institution, or a media company
- Experience of developing content for cultural events
- Experience developing marketing material
- Strong inter-personal skills with the ability to work with individuals at all levels, from volunteers to those at senior levels
- Educated to degree level
- Empathy with the mission and values of Asia House

Desirable

- A successful track record in managing grants from foundations and/or the government
- Success in a marketing or communications role
- Event production experience
- An interest in Asia and Asian culture and current affairs

Job Title: Literature Programme Manager
Contract Type: Full-Time, Permanent
Probationary Period: 3 Months
Reports to: Head of Arts & Learning
Other Relationships: Members of the Arts & Learning Team
Purpose: To develop and manage the Asia House Literature Programme and Festival

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
- Apply and manage grant applications and/or sponsorship for the festival

Curate Author Events:

- Research all potential authors and books
- Assist the Head of Arts and Learning on future sponsorship applications for the department.
- 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 contracts, negotiation of travel, fees and expenses.
- Manage the Festival's budget
- Liaise with official bookseller in all aspects of book provision and Sales.

Manage Educational programme:

- Work with already established partners/others to develop our relationships and new ideas for the future.
- 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 Literature Programme 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 full time position based at Asia House in central London.

Remuneration Package

- Salary: Commensurate with experience
- Annual Leave:22 days + Bank Holidays
- Pension
- Private Medical Insurance

How to apply

Please send a copy of your CV with a one page covering letter including your salary expectations to: recruitment@asiahouse.co.uk, by **close of play on Friday 29 September**.