

Festival Coordinator

The Festival

Bromley CAMRA has been in existence in its current form since 2011. It is a lively members organisation, run entirely by volunteers. The branch has held eight beer festivals over the past 13 years, and they are always popular and well attended. Our last festival took place between 27-29 July 2023 at the Beckenham Rugby Club. Over 1,500 people attended over the three days. More than 90 real ales were available, plus a cider bar and a carefully curated keg bar. Food from independent local suppliers was also available on-site throughout.

The festival is a major membership drive for Bromley CAMRA, and a major fundraiser for the CAMRA campaign. It's a great community event and an opportunity to support local suppliers and producers.

The Role

The Festival Coordinator role is to lead the team of volunteers organising and running the Bromley CAMRA 2025 Beer and Cider Festival in accordance with CAMRA's rules and policy documents.

To help plan and deliver a successful festival the Festival Coordinator will have the support of the Bromley CAMRA Festival Committee. The committee will be made up of experienced volunteers comprising of the below teams:

- Beer Bar Management (Selection and ordering of beers)
- Set Up Team
- Festival Team (covering Health & Safety, First Aiders and volunteers)
- Stillage & Cooling
- Festival Treasurer

Additional support and guidance is also available from:

- Bromley CAMRA branch committee members.
- The regional director and the beer festival budget coordinators.
- CAMRA's [Festival Hub](#) which has a wealth of documents and information to help in the planning and running of a CAMRA festival.
- CAMRA's [Beer Festival Support](#) team at Central Office.

This role would suit someone who would like to use their organisation skills leading a multi-faceted event.

This role can take up as much time as you are prepared to give. Attendance at branch meetings is desirable to update the branch committee with progress and highlight any potential issues.

The time commitment will be mitigated by delegation of tasks to the Festival Committee.

Communication with the committee can be via a combination of in-person meetings and email.

Skills needed

- Experience of organising a medium sized beer festival (or similar event) is desirable but not essential.
- Experience in Project Management is desirable, but not essential.
- Good organisational skills.
- Good communication skills, both in writing and in person.
- Access to a computer and the internet is essential.

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Key Activities

- To act as Chair of the Festival Organising Committee and to organise committee meetings.
- To ensure all Festival Committee posts are filled.
- Agree with each post holder the scope of their role - ensuring that each person is not overburdened with too many tasks.
- To ensure that each meeting is properly minuted and that all actions from the meetings are completed. (You do not have to wait for the next meeting to ask if an action has been done.)
- Working closely with the festival treasurer to produce the festival budget and follow procedures regarding the Festival Business Plan to get the [festival approved](#) by CAMRA.
- Once the festival has been approved, ensure that the expenditure is kept within budget.
- Liaise with the venue owners and read the venue contract carefully. Ditto for marquee and any site and equipment hire e.g. portable toilets.
- Ensure that the festival has the [correct licence](#) for the event. Members of the branch can assist with this task.
- Ensure that the festival is compliant with CAMRA's [health and safety procedures](#) and guidelines.
- Agree a communication plan to publicise the festival.
- To act as the spokesperson for the event with customers and the media unless this is delegated to another volunteer.

Code of conduct

- To adhere to CAMRA's [Volunteers' Charter](#) and [Code of Conduct](#).
- To not act or behave in any way that could bring the Campaign into disrepute.
- To ensure that all volunteers are treated with respect and are properly thanked.

If you are interested in applying for the role please get in touch using our [Contact Form](#)