



VACANCY : FESTIVAL DIRECTOR, BROADSTAIRS FOOD FESTIVAL

Probably one of the best foodie jobs in Kent!

Job Title: Festival Director

Organisation: Broadstairs Food Festival CIC

Location: Remote with on-site presence during festivals in Broadstairs, England

Reporting to: Broadstairs Food Festival board of directors

Contract Type: Independent Contractor (Fixed-term for initial 4 festivals)

Remuneration: £14,000 per festival (invoiced and paid monthly), plus agreed expenses. £1,000 shadowing fee prior to formal start.

Start Date: Shadowing from 1st January 2026 with paid role to commence 12th April.
has arisen to the forthcoming retirement of the existing Festival Director

About Broadstairs Food Festival

Broadstairs Food Festival leads the way in free-to-attend community food and drink festivals in Kent. Working closely with the county's food, drink and craft producers, the festivals have grown in stature and size and are well known and respected regionally.

Established 17 years ago, this not-for-profit Community Interest Company (CIC), run by dedicated volunteers, aims to promote the town's businesses and support small producers through fun, inclusive, free events that attract visitors at Easter and Autumn. You can find out more on our [website](#).

The Role

A vacancy has arisen due to the forthcoming retirement of the existing Festival Director so we are seeking an experienced, dynamic and highly organized event organizer, with strong contacts and keen interest in the food and drink industry.

This pivotal role requires a proactive individual with a passion for food and drink, strong event management experience, and the ability to work collaboratively with the board, volunteers, traders, and various stakeholders. As Festival Director, you will have the autonomy to shape and deliver two vibrant festivals each year and be instrumental in ensuring the continued success and growth of this vital community event.

Key Responsibilities

- **Planning** All pre-event activities to meet statutory requirements; attend monthly board meetings
- **Budget Management** Draft festival budgets; trader forecasts, collaborate with the bookkeeper to prepare and present monthly cash flow and budget reports
- **Exhibitor Management** Ensure a vibrant and diverse selection of innovative food and drink traders; manage all administrative aspects of booking in accordance to stated parameters.
- **Marketing and Promotion** Develop and implement effective marketing strategies for all platforms: online, press and radio; attend food and drink events to event formats, setups, and atmosphere
- **Fundraising and Sponsorship** Identify and cultivate opportunities to enhance festival funding. Develop compelling sponsorship packages. pursue grant applications and design online fund-raising initiatives.
- **Evaluation and Feedback** Develop methodology for, and deliver results of, on site survey and post event evaluation from local business community, stakeholders and traders.

Personal Specification:

Essential:

- Passion for food and drink and a strong understanding of the industry.
- Excellent interpersonal skills with the ability to build rapport and maintain positive relationships with a diverse range of individuals.
- Exceptional organizational skills with meticulous attention to detail.
- Proven experience in event planning and management, ideally within the food and drink sector.
- Strategic thinking and the ability to develop and implement a clear vision for the festival's future.
- A strong networker with the ability to build and maintain effective professional relationships.
- Demonstrable ability to manage budgets effectively and monitor financial performance.
- Excellent written and verbal communication skills, capable of engaging effectively with the board, traders, local businesses, and the media.

Desirable:

- Good working knowledge of social media platforms and their effective use for event promotion. Familiarity with the local Broadstairs and Thanet scene and key stakeholders.
- Proficiency in using Microsoft Excel for data management and reporting.
- Existing contacts within the food and drink industry.
- Ability to foster a collaborative and positive working environment with volunteers and stakeholders.

The Offer:

This is an exciting opportunity to play a key role in the continued success of a well-loved community event. As Festival Director, you will have the autonomy to shape and deliver two vibrant festivals each year.

Why Join Us?

- This is a truly exciting opportunity to work with one of Kent's leading food and drink festival.
- Work with a dedicated team and engaged board with a commitment to community events
- Flexible, role that fits around other commitments.

To Apply:

If you are a highly motivated and experienced event professional with a passion for food and drink and a desire to contribute to the Broadstairs community, we encourage you to apply.

Please submit your CV (ideally no more than 2 pages) and a compelling cover letter outlining your relevant experience and why you are the ideal candidate for this role to:

Admin@BroadstairsFoodFestival.org.uk.

Closing date 19th Oct 2025

Successful applicants will be notified by 3rd Nov

Interviews will be held 10th and 11th Nov; Broadstairs

We look forward to hearing from you!

Jocelyn Scott, Festival Director

3rd September 2025