

Evaluator Brief

About Lincoln Book Festival

Lincoln Book Festival is an annual literary festival set in the spectacular English cathedral city of Lincoln. Running for over two decades, Lincoln Book Festival presents a variety of different literary genres and formats, including children's and young adults' fiction, journalism and contemporary fiction, along with workshops, competitions and family events.

Lincoln Book Festival is organised and managed by the Lincoln Book Festival Company limited by guarantee. This is a not-for-profit organisation comprised of trustees/directors and committee members, all of them volunteers.

2024s festival is supported by a project manager and staff from University of Lincoln with Lincoln Arts Centre acting as the festival hub and principal partner. The festival will take place across four days in September 2024, in addition to a children and young people's flash fiction competition and an older person's 'fiction on the phone' engagement programme.

The festival is supported each year by generous local businesses, organisations and individuals through sponsorship and in-kind support. Lincoln Book Festival is supported by grant funding from Arts Council England through the National Lottery.

The Brief

To evaluate the impact of Lincoln Book Festival across key success measures.

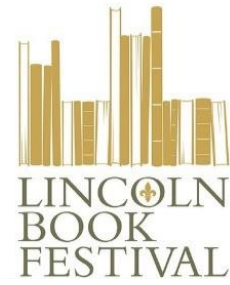
- (1) whether the festival is reaching a diverse and inter-generational audience.
- (2) whether the festival is supporting emerging writers and sector development.
- (3) whether the festival has reached beyond the city
- (4) Whether the festival has contributed positively to people's pride of place and sense of belonging.

Key Deliverables

We'd expect:

- Quantitative data collection across key areas. (numbers of people engaged with The Lincoln Book Festival, numbers of creatives employed, number of young people participated, number of people engaged with Fiction on the Phone) which would be outlined in digestible and easy-to-understand infographics.
- Qualitative case studies exemplifying the impact of the book festival on young people, elders and people working in the sector.
- A set of key recommendations for The Book Festival committee to action in the future.

Skills



Our ideal evaluator will have extensive professional expertise in evaluating creative /arts programmes. The evaluator should have excellent communication skills, demonstrable report writing and presentation skills and experience of facilitating evaluation and learning focused sessions with project teams.

Milestones

1. Lincoln Book Festival 2024 will take place from 26-29 September
2. Lincoln Book Festival evaluation report for committee due end of October.
3. Lincoln Book Festival report to funders due end of November

Key Terms

This is either a freelance position with a sole trader or a contract with a limited company, the appointed evaluator is responsible for their own tax liabilities. Evaluator must comply with the General Data Protection Regulation (GDPR) and good safeguarding practice. (A DBS is desirable).

There is a budget of £750 available.

Points of Contact

- Book Festival Project Manager
- Principal Partner: Lincoln Arts Centre (main point of contact Ben Anderson)
- Book Festival Committee of Volunteers

How to Express an Interest

Submit a CV or portfolio with a short covering letter/ expression of interest by 26 August 2024 to banderson@lincoln.ac.uk with the subject line: **BOOK FESTIVAL EVALUATOR**

What you submit should include:

- Your background and experience which demonstrates that you have the essential skills and experience outlined above.
- Relevant examples of work you have undertaken.
- Your approach for delivering the work.
- Two references that we can contact.