







CANDIDATE INFORMATION PACK
FESTIVAL PRODUCTION MANAGER

Candidate information pack

Role:	Festival Production Manager
Reporting to:	Executive Producer, Associate Producers
Responsible for:	Show operators, Volunteers.
Contract type:	Mon 6 th August – Wed 5 th September, 2 days in June, 2 days in July for planning
Employment type:	Freelance
Salary / Rate:	£2,000 Fixed Fee + £500 expenses budget
Pay cycle:	Monthly
Hours per week:	45 hours
Working patterns:	Variable and depending on the needs of the festival
Location:	Carlisle.
Closing date:	30th May 2018 at 5pm
Interviews:	Tue 5 th June (Skype possible)
Commences:	Monday 2 nd July
Training:	Company induction for 3 hours on Monday 2 nd July
Application:	CV, Covering letter and answer 3 questions

About our organisation

Our organisation has just gone through something of a transformation which has resulted in a re-branding and positioning of our organisation as a unique borderlands cultural agency which delivers work across Dumfries & Galloway and Cumbria.

At the centre of our vision is the idea that culture and creativity is extremely good for our wellbeing. We seek out inspirational moments and curate cultural programmes that increase socialisation and the legacies that arise from more connected and engaged communities. Our work takes place in a variety of locations and we have administrative hubs in Carlisle and Dumfries. Our participatory programmes happen across South Scotland and North England and include community music, youth theatre and a dynamic user-led community arts programme. More often than not our teams are out in the field working to deliver our award –winning programmes of work. We present more than 300 shows per year alongside a creative learning programme of over 150 creative sessions per year.

Our festival brands are some of the fastest growing cultural projects in the UK, attracting significant media profile and appealing to an audience of over 50,000 per year who engage with our intensive artistic programmes. We make culture and we create experience. We

believe that a warm and connected community can be a powerful enabler for potential, and we work hard to help our communities connect with each other.

At the heart of our manifesto is a small board of voluntary trustees who oversee our non-profit framework in collaboration with a dynamic team of producers who cultivate our different strands of work.

Our team deliver several major projects per year through three significant work phases spread out throughout the year. Our working day is usually driven by the project that we are either delivering or planning. A great deal of our work is about engaging audiences and partners in intensive programmes.

Our work force needs to be able to work without the need for constant supervision, but through peer led coaching and feedback which is centred around weekly briefings and smaller project teams. We set performance objectives collectively, and we achieve them collectively through our individual success.

Over the last eight years we have supported the development of over 80 different young people who have gone on to work in the creative industries. We deliver an in-house training and development programme for cultural skills which is taught as part of training roles, or through individual mentoring. Our work environment reflects the different development needs of both emerging and accomplished practitioners which gives it its uniqueness.

About this role

The Festival Production Manager will be responsible for the entire technical delivery of Carlisle Fringe Festival which is now entering its third year, taking responsibility for the technical realisation of over fifty different Fringe performances which will be scheduled over eleven days. The Production Manager will work collaboratively with the Venue Managers to realise the 2018 programme of events in our new 70 seat container theatre or at the 200 seat Old Fire Station.

You will assume responsibility for the build of the project, assessing incoming shows and scheduling the resources to realise the show as well as the show operators for the show if the company has requested them.

You will work collaboratively with the Associate Producer to implement and carry out risk assessment and health and safety checks.

You can find out a little more about our projects

www.bigburnssupper.com

www.carlislefringe.co.uk

www.electrictheatreworkshop.com

About you

- You will have your own way of doing things and can work on your own
- You are familiar with Fringe Festivals and intensive performing arts festivals
- Your presentation skills are of high quality
- You have a strong understanding of technical theatre
- You know how to realise big ideas from small resources
- You are familiar with venue health and safety, risk assessments and current legislation
- You have some experience of working with volunteers
- You are patient with young people
- You like working in a fun environment
- You don't mind the buzz caused by working in a high paced environment like a festival
- You are committed to giving artists and incoming shows the best possible festival experience
- You have a sense of service towards your community and like to make a difference
- You can add value to our new evolving company and help it succeed.
- You should be digitally literate and have good competence of office applications.

Principle duties

Technical Appraisals

- Communicate with companies who are taking part in the festival
- Assess their technical needs through questionnaire
- Match their needs through a resource allocation matrix
- Help source technical needs beyond the in-house stock if need be
- Analyse lighting and sound needs and create master plots for both venues
- Ensure the relevant financial procedures are followed in the department including petty cash and the handling of receipts

Production Schedule

- Work with the Programming team to develop a Production schedule
- Communicate timings to incoming companies
- Assign show operators and schedule where necessary
- Schedule and manage crew for install and get out

Festival Hub

- Manage the build and installation of the Container Theatre
- Set up the master sound and lighting plot for the festival
- Meet and support incoming companies during get in times
- Rig and focus where appropriate or necessary
- Support companies during get out times
- Work with Venue Manager to ensure smooth running venue
- Maintain good condition of back stage working areas
- Maintain positive relationship with Venue staff
- Maintain good health and safety practise

- Support show operators where necessary
- Manage the get out

Old Fire Station

- Manage the build and installation of the Container Theatre
- Set up the master sound and lighting plot for the festival
- Meet and support incoming companies during get in times
- Rig and focus where appropriate or necessary
- Support companies during get out times
- Work with Venue Manager to ensure smooth running venue
- Maintain good condition of back stage working areas
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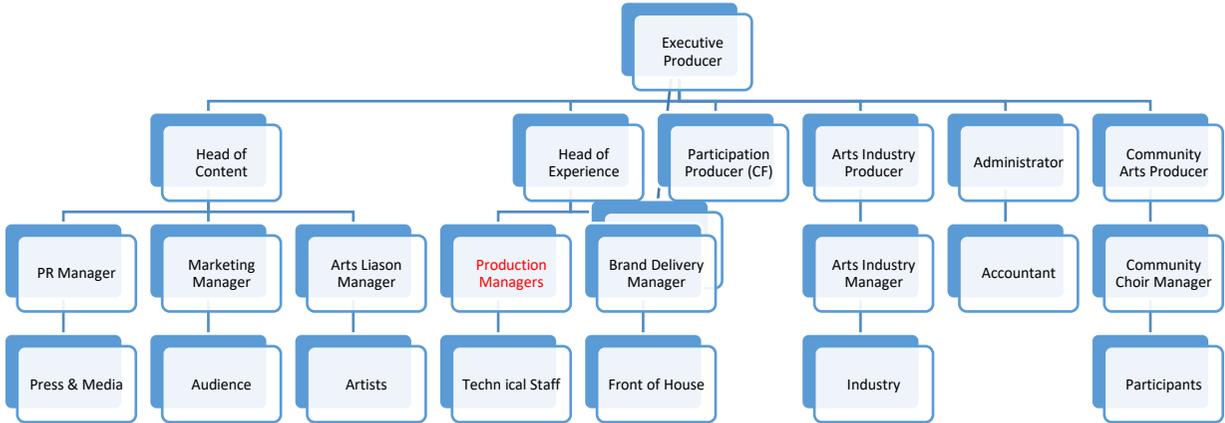
Reflective practice

- Take part in a combined review process with the producing team
- Maintain daily show records as part of our HACCP system

General:

- Work with all staff to effectively execute, and comply with, the policies and goals of the organisation and in realising the production;
 - To facilitate excellent communication between festival team
 - To represent the company with diplomacy, discretion and courtesy at all times;
 - To maintain confidentiality in all areas relating to Carlisle Fringe where appropriate;
- * To take positive action to promote Equal Opportunities in all aspects of work of the Festival

Staffing structure



How to apply

Please answer the following three questions in your covering letter which should be of two pages of A4 maximum, and include a copy of your CV

- 1) What makes Fringe Festivals good?
- 2) How would you support emerging companies?
- 3) How could you help us to be more professional?

Email your application to: rachael@bigburnssupper.com

Rachael McDougall
Associate Producer
Electric Theatre Workshop Ltd.
Eskdale House
Bankend Road
Dumfries
DG1 4UQ

Deadline: Wednesday 30th May 2018 at 5pm
We will not accept late applications.

Please include a copy of our Equalities Monitoring when applying.

Best of luck with the application and thank you for your interest in our company.