

**Job Description: Production & Technical Manager- Summer Arts Festival**

**Job Title: Production & Technical Manager**

**Reporting to: CEO**

**Salary: £125 per day**

**Working Hours: 30 days total (between April & October 2019)**

**Location: The Art House, Drury Lane, Wakefield. WF1 2TE**

**Main Purpose**

Over the summer of 2019, The Art House will be producing a series of creative outdoor community events across Wakefield District. Each event ranges in size and scope, but all will be connected under the banner of ‘The Summer of Fun’ (name still to be confirmed).

The Production and Technical Manager will be responsible for the logistical and technical delivery of several events for the 2019 Summer of Fun, including but not limited to: The Zombie Ball, Street of Makers, Festival of Boats, Swimming Sculptures and Bicycle Powered Outdoor Cinema.

All events will happen between June and October and we intend for the post to begin in April.

**Responsibilities**

* Creation and implementation of overall production schedule, to ensure timely delivery of all events , including communicating the content of those schedules effectively to all relevant parties and keeping schedule up to date
* Writing of risk assessments, method statements and event plans for the various events. This will involve ensuring that the events are delivered with proper regard for the safety of the artists, technical staff and public and that all current Health and Safety legislation and regulations are fully observed.
* Attending production meetings with the Summer of Fun producing team
* Researching and applying for all necessary permits and licenses
* Sourcing and contracting venues for events
* Liasing with venues, artists and producers
* Hiring and return of all technical equipment, staging and other necessary event equipment , within budget
* Managing the production budget
* Recruiting and line-managing Technical personnel as required to fit up, run and get out for all events, in line with budget
* Engagement of and liaising with all sub-contractors (catering, support & specialist services etc) involved in facilitating all events.
* Being on-site and managing the delivery of each event
* Making sure that any set elements and props are properly fireproofed and conform to BS476 PT 7 and are appropriate to be presented in international venues

**General**

* Actively engaging with The Art House’s vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
* Any other duties that are commensurate with the post

**Person Specification**

**Essential**

* Knowledge of a full range of the key elements of technical & event management (eg lighting, sound, video, construction etc)or demonstrably transferable knowledge from equivalent fields.
* Ability to co-ordinate resources in a busy organisation and/or venue – with proven experience of planning, managing and monitoring budgets and resources
* Strong communication skills and an excellent sense of humour
* Knowledge of Health & Safety legislation and procedures in a venue / public space context and ability to implement legislative requirements
* Ability to nurture the skills of individuals under their supervision. Showing strong interpersonal skills and an ability to work with individuals at all levels
* Ability to manage several projects simultaneously, meeting artistic and financial targets and deadlines
* Ability to work under pressure
* Knowledge of a diverse range of cultures and traditions, and proven ability to work with people from a wide variety of backgrounds
* Enthusiasm for training, mentoring and support of emerging talent

**Desirable**

* Knowledge of and enthusiasm for a range of arts and culture
* A strong commitment to community engagement