

## **FREELANCE PRODUCTION MANAGERS**

### **Greenwich+Docklands International Festival 2017**

Greenwich+Docklands International Festival (GDIF) is London's leading festival of free outdoor arts, which will take place this year between 23 June and 8 July. Find out more about our festival at [www.festival.org](http://www.festival.org)

We are looking for experienced and highly-motivated freelance Production Managers to join our busy team for this year's festival.

Production Managers play a key role in delivering GDIF events to high standards, supported by our office based delivery team (Festivals Manager and Administrator). Areas associated with licensing and top line venue management are handled by the office based team, with Production Managers assuming delegated responsibility for management of on-site production and front of house arrangements.

#### **Responsibilities**

- Attend and contribute to production management meetings and site visits as required
- Assist the Festival Manager with site design and layout
- Liaison with GDIF's Technical Manager to determine, and source technical equipment required technical specification - including staging, audio, lighting, power and access equipment.
- Manage and be responsible for on-site get-in, and get-out including oversight of technical suppliers and crew
- Manage and oversee the stage management and front of house operation in partnership with the Festivals Manager
- Ensure each show runs to time and maintain accurate records of audience figures
- Deliver on site briefings for security, volunteers, contractors and artists, in partnership with the Festivals Manager
- Determine and book required site infrastructure including marquees, trakway, fencing, staging etc.
- Maintain accurate records of artist requirements following on from advance information obtained by the Festival Administrator.
- Ensure the site plan (including branding, signage and furniture) is delivered
- Provide accurate and timely reporting on production budget to the Festival Manager
- Create and maintain an accurate, up to date Production Schedule including vehicle movement, artist arrivals and rehearsals
- Contribute to the Event Management Plan created by the Festivals Manager including reviewing and amending Risk Assessments, Method Statements and Emergency protocol procedures
- Agree the Security and Welfare provision as determined by the Festival Manager

- Ensure the Health and Safety policies and procedures including Risk Assessments and Method Statements are adhered to by all site staff and visiting companies
- Host site visits from local council departments including Health and Safety, Licensing and building control, as required.
- Provide the requested information for environmental reporting
- Represent the company in a professional, polite and efficient manner at all times

### **Person Specification**

#### **Essential:**

- Experience of production management in an outdoor environment, ideally street arts and/or outdoor theatre
- Good understanding of sound, lighting and staging systems
- Good understanding of power generation and distribution
- Good working knowledge of current Health and Safety legislation
- Experience directing and leading a technical and crew team
- Experience of managing and delivering an event budget
- Excellent time management skills
- Ability to prioritise workload effectively
- Ability to work independently and to deadline
- Excellent Team worker
- Excellent problem solving skills
- A proactive and flexible approach
- A positive attitude
- Strong inter-personal skills

#### **Desirable**

- Scale site map drawing (CAD preferred)
- Experience and interest in Theatre Production

#### **Fee:**

- On application and dependent upon experience

#### **Key Dates:**

The number of days required for the project will be discussed upon application and will take place between March and July 2017.

- Initial premises licensing application (including initial site plan, production schedule and supplier list) end of March 2017
- Final Event Management Plan submission 4 weeks prior to event date (end of May)
- Festival 23 June – 8 July (dates will vary depending on the show)

To apply please send an email detailing why you are interested in the position, how you meet the person specification and your day rate, together with your CV to Jacqui Gavin [jacqui@festival.org](mailto:jacqui@festival.org)