

## **SCOPE OF WORKS: FESTIVAL OPERATIONS / LOGISTICS MANAGER**

**Responsible to:** The Festival Manager

**Works with:** Production Assistant, Volunteer Manager, Producer and Project Co-ordinator for Bloomsbury Festival Productions

**Purpose of the role:** Responsible for the operational delivery of the festival working closely with the Festival Manager. To manage and deliver the logistical requirements for the content in the festival. This is primarily a coordination, administrative and communication role, matching up what the content provider needs are against what will be provided by the venues or by the festival.

**Type of contract:** Freelance: Contract for services

**Dates:** Running from start Sep to end October 2017, the workload and time commitment will vary responding to key deadlines in preparation for the Festival in October 2017.

**Fee:** This is a fixed fee role at £1,500 (inclusive of travel and all expenses) paid in 3 installments. Any authorised expenses to be reimbursed.

**Base:** Role will be based primarily in Bloomsbury office with remote working.

### **Responsibilities:**

- Lead the operations and logistical functions working closely with the Festival Manager in order to best support the artistic programme and the strategic aims of the Festival;
- Co-ordinate the requirements of the different events in the programme- ranging from dance, theatre, music, walks, talks, installations and all mainly indoor. Please note that this role is not responsible for Step out Store Street, UCL hub as these will have their own Production Managers.
- Liaise with partner venues to establish what logistics requirements they can provide (staffing, kit, parking etc).
- Maintain smooth relations with partner venues to ensure all content adheres to building regulations and any stipulations they have (listed buildings etc).
- Manage the allocation of the Bloomsbury Festival kit and hire/purchase any additional equipment required (within budget).
- Create and manage a production schedule.
- Manage the operations budget and keep detailed record of expenditure.
- Identify the roles and number of staff required for events. Recruit, train and manage all staff required to operate and manage the event including: technical crew, driver, security etc
- Identify role and manage, brief and oversee any community staff and volunteers involved in the events in liaison with the Volunteer Co-ordinator.
- Working with the Festival Director, Marketing Manager and Volunteer Manager on the delivery of the Front of house operations (box office, ushering etc).

- Responsible for obtaining and chasing health and safety documentation from all content providers.
- To create health and safety documentation for the hubs and large events: creating a method statements and risk assessment as required.
- Report weekly to the Festival Manager.
- Attendance at project production meetings, operation team meetings as required
- Complete a production evaluation report and attend evaluation meeting.
- This list of responsibilities is not exhaustive and the successful candidate may be required to perform duties outside of this as operationally required and at the discretion of the Festival Manager.

**Person specification:**

- **Essential skills and experience:**
  - An understanding and commitment to the mission, vision and work of Bloomsbury Festival and a passion to play a key role in shaping and achieving the company's success
  - Excellent communication skills (verbally and written form) can adapt style to liaise with a wide range of partners
  - Excellent organisational skills and ability to disseminate information across a range of partners and co-working colleagues
  - Strong administrative skills
  - Strong numerical and spreadsheet skills
  - Calm under pressure (unflappable)
  - Experience of online/remote working systems for shared usage (google)
  - A positive attitude with a high level of self-motivation, and an ability to work on your initiative
  - A collaborator and team player
  - A proven track record of delivery events with multiple pieces of content
  
- **Desirable (but not essential) skills and experience:**
  - Knowledge of Bloomsbury and organisations within the Bloomsbury area
  - Experience/understanding of working in an Arts Festival
  - Experience of working at a festival

**Application process:**

If you are interested in the role, please send your CV and a short letter (no more than 1 side of A4) saying why you are interested in the role and how you meet the person specification. Please send to

[ana@bloomsburyfestival.org.uk](mailto:ana@bloomsburyfestival.org.uk)