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| Service Provided | Technical Production Manager |
| Contract Length | April – December 2020 |
| Contract Type | Self-Employed |
| Location of Work | Primarily home based and on Event Site for fit up/de-rig As required attend: Operations, Production and Event Progress and De-Brief Meetings in: Pitlochry, Perth, Edinburgh (where required) Must have the ability to travel independently to locations for meetings |
| Fixed Fee | Circa £8000 |
| Responsible To | Producer |
| Contract Dates | April – December 2020: variable hrs (4 days per month prep phase/full time site build and de-rig / contact days tbc show run) |
| Event Run | Wednesday 30 September 2020 – Sunday 01 November 2020 |

Outline

The Enchanted Forest Community Trust (EFCT) is looking to add a key role to its team for 2020. The Technical Production Manager will support and work closely with the Producer in the management of all aspects of event production. They will often act as liaison between a diverse range of event, sub-contractors and artists, ensuring requirements are met and regulations and policies are adhered to. This will require a proactive and efficient approach in the successful planning, installation and delivery of the event.

Working in partnership with stakeholders (internal and external), you will be required to create and maintain relationships during any and all communications for the event. You will also be required to work alongside our other appointed contractors involved in the operational structure of the event.

The Role

As Technical Production Manager you will lead across the event production areas, working closely with internal teams and external suppliers. Maintaining a culture of communication and support across the event, with a focus on core values of the organisation: teamwork, respect, creativity, care and excellence.

Responsibilities will include:

- Liaising with artists and contractors in the preparation phase of the event regarding all technical and production requirements. In collaboration with Site Manager on aspects of scheduling, contractor requirements and specific site actions required.
- Ensure an excellent level of service is provided on behalf of The Enchanted Forest.
- Manage the production budget as agreed with the Producer.
- Maintain, collate and update site RAMS from all site contractors in line with organisation's H&S Management Plan in collaboration Project Manager, Site Manager and Producer.
- Lead on Site Induction and Site Rules processes in collaboration with Site Manager and Producer and inline with CDM Regulations (2015).
- Manage all aspects of production activity during the build of the event, in collaboration with Site Manager and Producer.
- Create a management and maintenance plan for the live run of the event with the main technical contractor and technical team.
- Manage all aspects of production activity during de-rig of the event, in collaboration with Site Manager and Producer. Collectively ensure the site is reinstated to a high level of repair.
- Identify training needs of key personnel.
- Promote the organisation's environment and ecology policy and ensure proactive steps are taken to improve the events environmental impact.
- Promote a culture of open communication and support within the organisation.

Reporting and Event Relationships

- Reporting to the Producer.
- Working with the Project Manager to update the Project Plan and event timelines.
- Working closely with the event's Producer and Creative Team to realise the creative concepts and direction for the annual event.
- Other relationships involve the Operations Team, including the Site Manager, Resource Manager and Marketing Agents.

Skills and Experience Required

- Prior Technical Production Management experience in a similarly sized event.
- Excellent influencing, negotiation, communication and interpersonal skills.
- Ability to problem solve and evaluate options.
- Confident and competent in writing and implementing all Health and Safety paperwork processes and procedures.
- Confident and competent in Vectorworks Design programmes.
- Excellent attention to detail and ability to work to deadlines.
- Patient, level-headed and reliable.

Application process: Please submit a CV and cover letter to the email address below

For more on the role, requirements or to apply contact:
Producer: Zoë Squair producer@enchantedforest.org.uk