

JOB DESCRIPTION - TECHNICAL PRODUCTION MANAGER

Service Provided	Technical Production Manager
Event Run	One Event Cycle
Contract Length	January 2022 – November 2022 (Specific dates to be confirmed)
Contract Type	Self-employed Consultant
Location of Work	<p>Creative & Planning Phases: Home-based with monthly meetings / site visits held in Pitlochry, Edinburgh or Perth as required.</p> <p>Delivery Phase: On site, Loch Dunmore Faskally Wood, Pitlochry PH16 5LB</p> <p>Review Phase: Home-based, with “Away Day”</p>
Fixed Fee	£12,000 inclusive of any VAT. Maximum limit to the fixed fee of 50 days with any pre-approved additional days at £240 per day
Responsible To	Event Producer & Creative Designers
Contract Days	<p>Creative & Planning Phases: 37x Days (January to August)</p> <p>Delivery Phase: 10x Days (September)</p> <p>Review Phase: 3x days (November)</p>
Contract Overview :	
<p>The Enchanted Forest Community Trust (EFCT) is looking to add a key role to its team for the 2022 Event. The Technical Production Manager will support and work closely with the Creative Designers to support the Event design, transitioning into deliverable production elements. They will also work closely with the Event Producer to support the management of all aspects of technical production.</p> <p>The appointed person will 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.</p> <p>The appointed person will be expected to demonstrate the EFCT’s core values: Community, Respect, Quality and Creativity</p>	

Responsibilities and accountabilities:

- Liaising with Creative Designers, Artists and Contractors in the preparation phase of the event regarding all technical and production requirements.
- Supporting the Event Producer on aspects of scheduling, Contractors' 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 by the Event Producer.
- Maintain, collate and update site RAMS from all site Contractors in line with organisation's H&S Management Plan and in collaboration with other senior internal team members.
- Support Site Induction and Site Rules Processes in collaboration with Site Manager and Event Producer and in line with CDM Regulations (2015).
- Manage aspects of production activity during the build of the Event, in collaboration with Site Manager and Event Producer.
- Create a Management and Maintenance Plan for the live run of the Event with the main technical contractor and technical team.
- Manage 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 Event's environmental impact.
- Promote a culture of open communication and support within the organisation.
- Support and guide the technical production supplier appointed of the duration of the event.

Reporting and Event Relationships:

Reporting to the Event Producer and creative designers, the appointed person will work in partnership with stakeholders (internal and external), and will be required to create and maintain relationships during any and all communications for the event. The appointed person will also be required to work alongside our other appointed Contractors involved in the event.

Skills and Experience Required:

- Previous Technical Production Management experience in a similarly-sized event
- Sound knowledge and experience in working with AutoCAD and Vectorworks
- Excellent influencing, negotiation, communication and interpersonal skills.
- Ability to problem-solve and evaluate options.
- Confidence and competence in overseeing technical suppliers, contractors & partners.
- Awareness of and ability to implement and maintain Health and Safety and CDM 2015 Regulations, processes and procedures.
- Excellent attention to detail and ability to work to deadlines.
- Patient, level-headed and reliable.

Application Process:

To apply, please submit your CV and a covering letter to the email address below:

hrstaffing@enchantedforest.org.uk

Alternatively, if you would like more information on the role or its requirements, please contact us at the same email address.

Closing date for application 30th November 2021

Interview dates scheduled for 13th and 14th December