

JOB DESCRIPTION - EVENT PRODUCER

Service Provided	Event Producer
Event Run	One Event Cycle
Contract Length	January 2022 to 31 st December 2022
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>
Competitive Fee	£28,000 to £32,000 depending on experience
Responsible To	Executive Director
Contract Days	To be discussed at interview
Contract Overview :	
<p>The purpose of the Event Producer is to manage the planning, testing, scheduling, and operation of the annual Enchanted Forest (EF) show. To oversee and manage the entire event process and the operations team both during the planning and delivery phases and to work very closely and collaboratively with the creative and technical teams.</p> <p>As part of the operations function the Event Producer has a core focus on delivery of safe & compliant events, operational efficiency, experience planning & delivery, community & stakeholder engagement, innovation & event development, sustainability, and financial management.</p> <p>This role will be focussed on developing and delivering events that are customer focused, innovative, and adaptable to change.</p> <p>The position will be responsible for supporting implementation of the event health & safety strategy and management arrangements to ensure that event time operations are managed to the highest possible standards, in line with UK legislation and other applicable requirements.</p> <p>Ensuring all relevant statutory regulations, EF operational plans and safety procedures are followed and where required, developed accordingly. This role will work with multiple departments to plan an integrated operation and involve engagement with all relevant and dependent external partners.</p>	

Responsibilities and accountabilities:

Operations & Project Management

- Creation and management of overall event timelines, milestones, and progress reporting.
- Overseeing and management of the event's project plan.
- Scope, manage and coordinate supplier and contractor requirements including signing of Services Agreements and contract management.
- Ensure contractors are meeting the agreed remit of their services and timescales.
- Identifying the principle of operations and develop all operational plans and documentation.
- Development and management of a suite of operational documentation for the event.
- Supporting the logistical and operational planning for the event to an exemplary standard, on time and on budget, whilst creating a strong positive visitor and team experience.
- Lead planning and delivery of event Transport, Equipment and Logistics requirements.
- Ensure event milestones are met and delivered on time.
- Identifying opportunities to improve operations and service methods and procedures.
- Ensuring emergency planning is completed for the event and appropriate contingency plans are in place relating to emergency and crisis management.
- Management of operational communications for the event.
- Establish event time contingency planning strategy.
- Produce management plans for the event.
- Ensuring that child protection services are developed and implemented to meet our safeguarding requirements.
- Escalate significant issues and/or concerns to Executive Director.
- To undertake any other tasks agreed with the Executive Director.
- Recommend improvement areas based on the results of monitoring and evaluation.
- Ensuring a great visitor experience.
- Taking on a key delivery role at the event as the Event Duty Manager on a rotational basis during the event.

- Manage post event debriefs with a variety of client groups.
- Establishing and developing relationships with appropriate partners and groups to ensure the success of the event (e.g., venues, councils, landowners, police, volunteer and community groups, local businesses, entertainers, suppliers, supporters etc).
- To attend and participate in Senior Management meetings as required.

Health, Safety, Risk & Compliance

- Provide visible leadership and subject matter expertise in relation to event health and safety.
- Develop event health and safety policies and procedures in liaison with operational functions.
- Plan and deliver safe events using appropriate Risk Management systems and processes.
- Prepare, update, communicate & manage the suite of Health, Safety & Risk documentation.
- Management of risk registers including thorough risk identification and management.
- Contribute to a risk management culture including coaching & training, reporting, and desktop exercises.
- Lead activation of the appropriate plans and committees in the event of contingency or incidents.
- Prepare, update, communicate and manage all appropriate permits and consents.
- Plan and deliver events that appropriately consider COVID related risks, restrictions, and appropriate controls and contingency.
- Development and delivery of inductions of suppliers, workers, and volunteers in accordance with H&S requirements

Financial Management

- Overseeing the management of the show budget across the year and working closely with the Executive Director in order to ensure best practice.
- Manage costs in line with set budgets.
- Ensure accurate and timely reporting.
- Code and submit invoices to accounts payable in a timely manner.

Leadership & Team

- Work closely and collaboratively with the wider operations team including creative, technical, and marketing.

- Engage and manage the operations team who will be responsible for the on the ground delivery of the event.
- Collaborate and support the Creative, Technical and Marketing team with key initiatives.
- Manage the Operational interface with Councils & Government agencies in support of Partnership activities & reporting.
- Work with the Merchandise team to integrate and maximise merchandise opportunities.

Community & Stakeholder Engagement

- Effectively & regularly work with councils, communities, and other stakeholders.
- Prepare, manage, and execute stakeholder engagement plans.
- Develop, manage, and execute community consultation plans.

Sustainability

- Operate in an environmentally sustainable manner.
- Active engagement with the Sustainability working group.
- Deliver regional sustainability objectives within the event framework.

Continuous Professional Development

- Commitment for continuing ongoing training and personal development (as required) to assist with the successful performance of the Production Manager role.

Reporting and Event Relationships:

Reporting to the Executive Director, 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.

Application Process

To apply, please submit your CV and a covering letter to the email address below, Friday 31st December 2021

HR and Resource Manager 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.