

Brainchild Festival 2019

Assistant Producer - Job Description

Terms

Part-time, freelance contract averaging at approximately 14 hours per week with an increased intensity period of work in the two weeks prior to the 10 days build, live and break time over the festival (8 - 16 July). While some remote working is possible, an ideal candidate would be present in the office two days per week. Usual office hours are 10am - 6.30pm.

Location Our office is at Many Hands, Bermondsey Biscuit Factory, 100 Clements Road

Payment

£2200 fixed fee + festival travel expenses

Dates of Engagement

To start as soon as possible, latest week commencing Monday 27th May. Festival build/show/de-rig dates: 8th-17th July.

How To Apply

Please send a CV and a cover letter to working@brainchildfestival.co.uk detailing your relevant experience, interest in the role and why you would like to work with Brainchild. Please provide two references with contact details and include 'Assistant Producer' in the subject line.

Deadline for applications is midnight on Wednesday 8th May. Interviews will be held between the 13th - 17th May .

About Brainchild

Brainchild is a creative producing company that celebrates community, DIY spirit & bold ideas through a multi-arts festival, events & special projects. We started Brainchild when we were 19, and have now run six festivals on an entirely sponsor free and on a volunteer-basis, reaching a capacity of 3,000 people and twice winning the AIM award for Best Independent Festival. As a team, we've worked with over 1000 artists, providing commissions, performance and development opportunities at both an emerging and a leading level.

We're now at a crucial new stage of our development: we're building up our year-round programmes, refining the festival and ensuring our financial sustainability. For the first time, we can offer paid roles for the production of our 2019 festival and we're excited to level up and grow our team.

About the Role

We are looking for an Assistant Producer, available to start immediately to support the team in the run up to Brainchild Festival 2019. The successful candidate will have previous experience working in festivals or live events, excellent administrative and communication skills and keen attention to detail. We're looking for somebody who feels confident to hit the ground running, take initiative with the tasks they are set and own administrative jobs that are vital to the success of the festival.

The Assistant Producer will report to and work collaboratively with the Production & Operations Manager and the Creative Director.

The work will be challenging but also incredibly rewarding, and joining us at this pivotal point in our development will offer a genuine opportunity to make a mark on the project and build lasting relationships. While this is a short term contract, we're looking for someone who really cares about Brainchild's work, who we could invest in to become a lasting part of the team. For this reason, we're open to candidates who don't have a lengthy track record but who feel ready to take a step up in responsibility. Most of all, we are looking to bring on somebody who will embrace our blend of informality and professionalism, really invest into our mission and bring positivity to the work.

Essential Skills & Experience:

- Exceptional time management, organisational and administrative skills
- Experience working in festivals or live events settings
- Strong communication skills, online, on the phone and in person
- Experience producing schedules and compiling information with a fine eye for detail
- An understanding of Brainchild's mission and an enthusiasm to play a key role in its development

Desirable skills/experience:

- Solid understanding of the different aspects of festival delivery, including operations, production and programming
- Experience managing accreditation or ticketing
- Experience with organising design and printing
- Interest in emerging artists and the cultural scene of which Brainchild is a part
- Previous attendance at Brainchild Festival or Brainchild events

Key Responsibilities:

Pre Production

Programme Management

- Manage live updates and maintenance of Master performance schedule to ensure responsible booking and scheduling

- Ensure that artistic contracts are countersigned and logged
- Ensure that record is kept of rider and accommodation requests and that these are delivered where necessary / required
- Compose Artist Packs and additional forms (based on previous templates) for Programme Managers to advance booked artists
- Support Programme Managers to log all artist travel arrangements and book artist coaches if required (with 2018 as reference)
- Maintain a live and comprehensive accreditation list of Performers and their Guests in the run up to the festival
- Work with the Head of Artist Liaison to ensure necessary AL office equipment and stationery is requested in time for the operations manager

Marketing

- Work with the Creative Director and Marketing Manager to plan and order the Festival Print programmes
- Work with the Creative Director and Marketing Manager to plan and order any merch

Production

- Organise the printing and mounted display of Stage Times at each Stage
- Support Production & Operations Manager with any outstanding administration arising from the recruitment process of all on-site festival roles

Operations

- Manage the TicketTailor page, adding any necessary crew deposits, car park or minibus tickets as and when required
- Administer all ticket-swaps
- Compose and send the information pack emails to all ticket-holders
- Order all accreditation wristbands, including bespoke 2019 fabric wristbands
- Manage a live, master on-site accreditation list to include all persons who are non-ticketholders.
- Organise printing and sorting of all drink and meal tokens as per requirement of staffing and hospitality
- Manage the team@brainchildfestival.co.uk and tickets@brainchildfestival.co.uk accounts
- As outlined by the Production & Operations Manager, apply for any additional TENs for specific festival areas
- Produce an itinerary of existing office equipment in preparation for the 2019 order
- Organise any printing required for the bars, cafés, artist liaison and Production Offices as requested by heads of department.

On Site (Build/Show/Break)

Build & De-Rig

- Assist Production & Operations Manager with accreditation of crew

- Assist Production & Operations Manager with finance management, ensuring records and receipts are kept of spending and usage of company credit cards is closely managed

Live

- Assist Production & Operations Manager in Event Control and management of the production office

Post Festival

- Organise & attend relevant debrief sessions, taking minutes to ensure consistency in feedback obtained
- Provide all receipts and details of spending overseen to Production & Operations Manager and the Finance Director to aid successful reconciliation of festival spending