

Job Description

Job Title:	Literature Festival Production Manager (fixed term contract June – October 2021)
Location:	Cheltenham – occasional homeworking
Hours worked:	Full-time role – flexible working arrangements can be considered
Responsible to:	Director of HR and Operations
Working arrangement:	Evening and weekend work required in the lead up and during The Times and Sunday Times Cheltenham Literature Festival 8 – 17 October 2021
Salary:	£26,000 - £28,000 per annum pro rata for 5-month contract or equivalent day rate. This opportunity may also suit a freelance worker.

Background information

Cheltenham Festivals is a charity bringing outstanding arts and science to all. Our education, community and talent development programmes reach out year-round and culminate at the town’s internationally-acclaimed Jazz, Science, Music and Literature Festivals.

Since the launch of the Music Festival in 1945 and the Literature Festival in 1949 (the World’s oldest Literature Festival) Cheltenham has been at the forefront of contemporary British culture. The Jazz festival was introduced in 1996 and the Science Festival in 2002.

The charity is led by a Senior Management Board that is responsible for digital and live content, all year-round outreach & education programmes, festival delivery, marketing, HR and finance.

The Role

The Literature Festival Production Manager will lead on all production requirements to support the technical infrastructure and production of the 2021 Times and Sunday Times Cheltenham Literature Festival.

Key tasks and responsibilities

- In consultation with the Technical Manager and Head of Production draw up and agree technical specifications (lighting, sounds, AV and air-conditioning etc), gather quotes and place orders with external contractors and suppliers to fulfil the agreed 2021 Literature Festival site plan and other infrastructure requirements for fixed venues used during the festival.
- In consultation with the Head of Production maintain and monitor the 2021 Literature Festival budget lines allocated to this role.
- In collaboration with CF's external Production Company (currently Tarren Production), who build the festival site, lead on the Production schedule and crew requirements for the Festival and the smooth handover of this document at the appropriate time, and after adequate consultation with Tarren, and within the local council's Land Use Agreement (LUA) management plan.
- With support from the wider operations team lead on contractor H&S information paperwork to enable safe access to the festival site during get in and get out of the festival build.
- Working with the Partner Delivery Manager support the delivery of all production needs and requirements of sponsors, partners and individual donors to fulfil their contractual benefits and cultivation plans on site.
- In collaboration with Marketing, and supported by the wider operations team, oversee all site signage to ensure an excellent visual, welcoming and accessible experience for audiences, sponsors and participants.
- In collaboration with wider CF teams oversee associated production/operational requirements for on-site food and beverage for participants, staff, crew, sponsors and public.
- Based on an agreed creative brief, and with support from the wider operations team, lead on the delivery of all site-vibing to include crew and furniture requirements.

General responsibilities – in addition to the above specific responsibilities all the Cheltenham Festivals team are expected to:

- a. Diversity and Inclusion: ensure that our Equality, Diversity and Inclusion (EDI) policies are followed and embrace the benefits of diversity so that everyone – irrespective of individual differences in their identities, background or any personal characteristics – receives fair and equal treatment in a safe, welcoming and enjoyable environment.
- b. Performance Improvement: be responsible for your own performance, participate in our performance review procedures and propose better, faster or less expensive ways to do things which help our overall mission.

- c. Health and Safety: be responsible for ensuring the health and safety of the team and yourself by following safe systems of work, and by meeting the requirements of the health and safety policy.
- d. Be compliant with the law and the Festivals' policies especially with regard to data protection and IT security and ensure other policies as advised from time to time are followed.

This job description is not intended to be exhaustive and the nature of our work and the size of our team at Cheltenham Festivals requires everyone here to be flexible. You may be required to take on such reasonable additional or other responsibilities and tasks as we need from time to time

The Person

Criteria	Essential
Skills knowledge & experience	<ul style="list-style-type: none"> • Extensive proven project management experience within the events industry • Excellent communication skills, both written and verbal • Excellent relationship management with suppliers in order to negotiate value for money • Knowledge of technical production requirements • Proven experience of managing budgets • Competent knowledge of Microsoft office 365 • Knowledge of current Health & Safety legislation and procedures <p>Considerable experience of production preferably in a festival environment but could have been gained in stage management, venue related technical roles or in a more broader events sector</p>
Qualifications	<ul style="list-style-type: none"> • English Language and Maths at GCSE 'C' or equivalent