

Job Description

Job Title:	Digital Production Manager (freelance or casual worker contract for up to 12 months) Role to start Mid-August with handover and briefings
Location:	Cheltenham - occasional homeworking
Hours worked:	Flexible working arrangements can be considered
Responsible to:	Director of HR and Operations
Working arrangement:	Full-time commitment required in the lead up and during The Times and Sunday Times Cheltenham Literature Festival 8 – 17 th October 2021, with continued part-time requirements to be further defined going into 2022 to support other projects with digital production. Role to start mid-August with handover and briefings.
Salary:	£26,000 - £28,000 per annum pro rata or equivalent freelance daily rate.

Background information

Cheltenham Festivals is a charity co-creating experiences which bring joy, spark curiosity, connect communities and inspire change. Our year-round education, community and talent development programmes 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 Digital Production Manager is responsible for the overall project management of the festivals' digital requirements to include live streaming, pre-recorded filming, animation and other year round activities that require digital production input. The postholder will work closely with the external digital production companies and the Director of Operations, Festivals, Finance & Marketing and their teams from conception to delivery of the Festivals and with other central departments to ensure that a collaborative and well-informed approach to Festival digital production is achieved at the most cost effective price.

Key tasks and responsibilities

- To oversee/work closely with the external digital partners.
- To work closely with the Director of Festivals and Director of Operations and Head of Technical to provide accurate costs to support the preparation of festival production budgets related to the festival digital output and site build.
- To work closely with our digital partners and Head of Technical to agree the most effective digital solution across the festivals in line with the strategic plans of the organisation.
- To work closely with the Marketing team to align on the digital strategy for the organisation and incorporate any relevant strategy into the digital production site of the business.
- To implement standardised procurement procedure within the digital production and establish the most efficient and appropriate way to collaborate with our various digital partners. Ensure the best possible deals and rolling contracts are negotiated with all digital partners.
- To attend festival project meetings on a regular basis to ensure that all matters discussed that may have digital production implications are addressed at the initial planning stage and feed into the overall project plan for each festival. This is in particular reference with the Development team and sponsor requirements and establishing a workable events schedule.
- In consultation with our digital partners and operations take a lead on all digital production aspect of events outside of the Festivals and provide accurate costings, planning timelines, etc.
- To be the main point of contact for digital partners in the delivery of all digital production requirements across the four festivals and other year-round activities.

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"> • Proven project management skills. • Excellent communication skills, both written and verbal. • Excellent relationship management with suppliers to negotiate value for money. • Knowledge of digital production requirements. • Knowledge of large-scale event management. • Proven experience of managing budgets. • Competent knowledge of Microsoft Office 365. • Relevant experience could have been gained in TV production, venue related technical roles or in a more general administration context.

Qualifications	<ul style="list-style-type: none"><li data-bbox="467 205 1242 237">• English Language and Maths at GCSE 'C' or equivalent.
----------------	--