

## **FESTIVAL PRODUCTION MANAGER**

**FESTIVAL:** THE BRITISH COUNTRY MUSIC FESTIVAL (TBCMF)

**Reviewed:** October 2019

**Job Title:** Festival Production Manager

**Reports to:** Festival Producers/Promoters

### **Purpose of Job:**

The Festival Production Manager provides leadership and management in all areas of production for The British Country Music Festival 2020 (September 4–6 2020). The festival performances take place at the Winter Gardens, Blackpool and other venues to be confirmed.

### **Background:**

The British Country Music Festival is independently owned and managed by festival producers and promoters Fit The Bill Limited (FTB) and the operators of the Winter Gardens, Blackpool Entertainment Company Limited (BECL). The festival has four indoor stages and one outdoor stage over three days. The festival celebrates and promotes UK songwriters, musicians and artists in the Country and Americana genres.

### **Primary Responsibilities:**

1. Production Needs Assessment - assessing the production needs of the various festival stages shows and performers, reviewing artist riders and liaison with venue Production Managers and Technical Directors, and agreeing use of BECL in-house resources equipment and HR.
2. Production Scheduling - creating the festival's technical rehearsal and sound check schedule, creating master production schedule and timelines, creating load-in and strike schedules, building, maintaining and troubleshooting the daily schedules during the festival. Liaising and agreeing production needs and schedules with artists or their production/ tour managers, and booking agents
3. Production Budgeting and Procurement - managing the total production budget as assigned by the producers/promoters (HR, rentals, purchases, and venue-related costs), costing the technical rehearsal and performance schedule, sourcing/costing and acquiring production rentals and purchases.
4. Human Resources Management - hiring and contracting stage management and production assistants, preparing paperwork and training materials for production staff, delivering training sessions, supervising stage management and production assistants during the festival.
5. On-site during venue load-in and strike at festival venue between February 3rd and 6th September (on-site work includes supervision and hands-on work).
6. On-call throughout the festival dates to support venue management, stage management, producers/promoters and production assistants.
7. Administration including participating in production meetings with management staff, preparing final reports including detailed budget report, closing inventory of supplies, attending review meeting post festival.
8. Stage Management – The Production manager will stage manage the main Empress Ballroom stage during the festival.
9. Support the needs of the festival producers/promoters, production assistants, and venue management as required.

## **Working Conditions and Environment**

- Outside dates of the contract: 1 December 2016 – 30 March 2017 estimate 10 days in total
- The Production Manager (as an independent contractor) will manage his/her own schedule, meeting various agreed upon deadlines and deliverables.
- Evening and weekend work will be required.
- The Production Manager is expected to be on-site for key dates in the production schedule, and to be on-call to troubleshoot and support the festival team throughout the festival dates. Must be able to lift and carry at least 20 lbs and to do hands-on physical work.

## **Preferred Knowledge, Skills and Abilities:**

- Proven experience managing logistical elements of live music, theatre shows, events
- Specific experience stage managing music events;
- Strong project management, communication, administration, organisational and planning skills;
- Must be able to follow an agreed-upon work plan and work with confidence and independence;
- Proven ability to be resourceful and detail-oriented;
- Proven ability to manage budgets;
- A broad knowledge of music production equipment and software (lighting, audio and video projection) is required.
- Experience and/or high learning agility with respect to project management software ( Microsoft Office, Google docs) required.

## **Compensation:**

Contract value £2750 - depending on experience

## **Application Procedure:**

- Send a resume and cover letter to [programming@fitthebill.com](mailto:programming@fitthebill.com) with PRODUCTION MANAGER in the subject line. In your cover letter, please help us understand why you are specifically interested in this position.
- Application deadline: January 11th, 2019.
- The British Country Music Festival is committed to equal opportunities for all applicants, irrespective of age, gender, colour, race or ethnicity.

Contact [programming@fitthebill.com](mailto:programming@fitthebill.com)  
Website [www.britishcountrymusicfestival.com](http://www.britishcountrymusicfestival.com)