



Production Coordinator Strike A Light

Job Description

Primary Purpose

To plan, coordinate and ensure effective production and smooth delivery of Strike A Light's festivals and events. To be point of contact between all internal and external companies / organisations for Strike A Light festivals and events, from initial planning stages to on-the-day management. To lead on Strike A Light's Health & Safety and Risk Management for festivals.

Specific Duties and Responsibilities

To lead on the Production and Event Management of Strike A Light's festivals and events, including but not limited to:

- Contributing to the Co-Artistic Director's programming conversations in terms of production, venues, contracting and technical.
- Building and sustaining relationships with, and leading on conversations with venues with regards to production, technical, logistical (including H&S, RA, Emergency Procedures) and staging matters.
- To lead on Artist / Company liaison for all incoming festivals and events, following a thorough handover from the Co-Artistic Director, and manage liaison on-the-day.
- To manage the recruitment of and communication with required production, technical and events staff for festivals and events to ensure successful delivery, and be the point of contact to facilitate conversations between Production staff, Artists and Venues.
- To ensure that members of staff reporting directly to the Production Coordinator e.g. event technicians, are well supported and enabled to perform their roles effectively and to an

exceptional standard.

- To work closely with the Assistant Producer to set up FoH procedures, briefings, on-site schedules, according to the production schedule and volunteer schedule. To lead on a thorough handover with the Assistant Producer for on-the-day, to include appropriate box office staffing, stewarding, evaluation data collection etc.
- To work closely with the Assistant Producer on the development and implementation of accessibility within the organisation and within all festivals and events. To collaborate on relevant access policies with the Executive Producer, and ensure communication and briefing of policies amongst staff prior to events happens in a timely manner.
- To ensure that a full and thorough risk assessment is in place and is implemented for all festivals and events; including the collation of suitable risk assessments, public liability insurance, method statements from all incoming companies and venues.
- To lead on the acquisition of any licenses needed for festivals and events, and to ensure any outside party that may be affected by a festival and/or event is notified of such activity in good time.
- To lead on the acquisition of relevant documentation, licencing for any contracted suppliers, such as security, event staff or traders.
- Liaise with the Participation Producer to ensure appropriate risk assessments are in place for all participatory activity.
- To lead on organisational health and safety in collaboration with the Executive Producer
- To update the organisation's insurance policies and ensure sufficient cover is acquired, in collaboration with the Executive Producer.
- To be certified at a minimum qualification of Level 3 Emergency First Aid in the Workplace and to ensure this certification is renewed ahead of expiration (to be financially covered by Strike A Light).
- To contribute to the upkeep of social media platforms, especially during festivals and events to provide up-to-date content in real time, to support the Marketing Manager.

The above summary is not exhaustive and may include any other activities to ensure effective delivery of Strike A Light's festivals and events as the role reasonably requires.

General

- To work within Strike A Light's policies, including Health & Safety, Child Protection and Equalities

- To participate in organisation meetings and events as required
- To attend relevant training as and when required
- To positively represent and be an ambassador for the organisation at all events/meetings
- Any other duties appropriate to the post and organisation

Person Specification

Essential

- Experience of events management in an arts or public events setting
- Experience of working with visiting companies and/or performers to ensure their events can be realised on arrival
- Experience of working in a range of venues and settings including community, outdoor or non-theatre spaces
- An ability to interpret performance and venue technical specifications and work with venues and technicians to ensure technical needs can be met
- A working knowledge of some areas of technical or production work e.g. lighting, sound, AV, stage management or production.
- A working knowledge of current event health and safety practices
- Experiencing writing and using risk assessments
- Experience briefing, working with or managing technical and event staff
- The ability to work calmly under pressure and to problem solve
- A positive, proactive, can-do attitude
- Willingness to take on a range of practical tasks to ensure the smooth running of an event
- Excellent communication skills and ability to build effective relationships

Desirable

- An understanding of the venue and technical requirements of touring theatre and dance shows
- Experience of production and/or technical roles in a festival setting
- Experience managing volunteers
- Experience creating and developing events and production processes and procedures
- Experience creating production schedules
- An understanding of event, venue and theatre licensing
- Experience of working with voluntary or youth organisations