

## **Bournemouth Arts by the Sea Festival – Technical Manager**

**Fee: Maximum £7,500**

**Application advertised: Monday 13<sup>th</sup> February 2017**

**Application closes: Monday 20<sup>th</sup> March 2017**

**Appointment: Monday 27<sup>th</sup> March 2017**

**Timescale of work: Candidate to be available from 18<sup>th</sup> April – 31<sup>st</sup> October 2017**

### **Background**

Arts Bournemouth works to enhance and promote art and culture across Bournemouth, presenting events throughout the year, including the annual Bournemouth Arts by the Sea Festival. A key aim of Arts Bournemouth is to create a stronger presence and profile for the arts in Bournemouth and to increase the range and engagement of audiences in the Borough and beyond.

Bournemouth Arts by the Sea Festival presents an inspirational, ambitious and diverse annual arts festival with the aim of creating a stronger presence and profile of the arts in Bournemouth, through the staging of a compelling event. Bournemouth Arts by the Sea Festival holds National Portfolio Organisational status and is jointly funded through Arts Council England and Bournemouth Borough Council

The Festival strives to:

- combine high-profile, inspirational, spectacle outdoor events with local participation;
- develop site-specific performances and activities at locations which explore the lesser known and unusual places and spaces in the Borough and beyond;
- commission exemplary new work with our key partners, co-commissioners and collaborators;
- create ambitious new opportunities for regional artists and our associate artists
- incorporate artistic activities that fully exploit the unique seaside characteristics of Bournemouth.
- engage new and young audiences
- expand and develop its associate artist scheme

The 2017 Bournemouth Arts by the Sea Festival will be an eight-day festival, opening with a weekend of free outdoor events throughout the town where the focus will be to raise awareness of the festival and increase engagement with the arts through inclusive and accessible events across a range of disciplines, the majority of which will be free and unrestricted. Throughout the rest of the programme, Arts Bournemouth will work with partner organisations to present a broad programme of events and exhibitions in a variety of venues (both indoor and outdoor) across the Borough. The theme for 2017 is 'Plastic Beach' with the emphasis on Bournemouth's unique location.

Arts Bournemouth (Bournemouth Borough Council) are looking to appoint a Technical Manager for the 2017 Bournemouth Arts by the Sea Festival which will be held from Saturday 14<sup>th</sup> – Saturday 21<sup>st</sup> October 2017.

The Technical Manager will:

1. Be responsible for providing technical logistics, stage management and any additional technical crew for 8 days at the Shelley Theatre and not more than 5 - 6 other indoor performances. This may involve working with a range of venues (including but not restricted to, the Shelley Theatre, Pavilion Dance South West, Sixty Million Postcards, The Winchester, St Peter's Church, Key West, the Russell-Cotes Museum and Halo) and is dependent on the festival programme which is to be finalised.
2. Visit potential venues in the pre-event planning stages to check suitability for pre-festival and festival events and performances. Liaise with venue managers and technicians as required from April – October 2017 to understand the existing technical specification and any restrictions in place.
3. Advise the Creative Producer if any staging matters are impractical or outside the capabilities of the venues and suggest alternative arrangements that fall within the artistic interpretation required by the production.
4. Communicate effectively with visiting companies and artists regarding show requirements ensuring rider responses are completed and effectively distributed to all relevant parties.
5. Attend site visits and operational meetings with: Artists, the Creative Producer, the festival team and the Tourism Events team as required.
6. Ensure all visiting companies and artist productions in indoor venues are professionally supported including management of get-ins, shows and get-outs, delivering a high standard of customer service.
7. Work with the Creative Producer on schedules of activity.
8. Source quotes and secure best prices for all additional technical equipment required within technical budgets and ensure details are approved by Bournemouth Council budget managers prior to purchase.
9. Be responsible for sourcing and procuring all additional technical items in relation to indoor events and ensure these are returned in the same condition as delivered.
10. Oversee the installation and striking of all production elements for indoor festival events.
11. Provide and oversee a Stage Manager and/ or Technical Assistants for indoor venues as required during the festival. Any Stage Manager and/or Technical Assistant should be suitably qualified and experienced to programme lighting for shows and operate sound systems for various performances including live theatre, dance and music.
12. Work closely with the festival team to ensure health and safety and public safety is met at all times whilst successfully delivering festival events. Collect and check Health & Safety documentation, Risk Assessments, Insurance documents, Fire Evacuation procedures for venues and work with the festival team to produce an overarching Risk Assessment for indoor events. Collect and check or assist Artists in ensuring Risk Assessments are completed for all indoor performances.

13. Ensure that the indoor locations, including performance, rehearsal, backstage, production and storage areas, will be left in clean, tidy and safe condition and ensure that artists and other suppliers and contractors comply with this undertaking.
14. Undertake any other reasonable duties to assist with the festival.
15. Schedule of work pre, during & post festival:
  - 18<sup>th</sup> April onwards: To be available for pre-festival planning, liaising with venues, artists and the festival team, and available for site visits (average 6 hours a week).
  - 9<sup>th</sup> – 13<sup>th</sup> October: To be available pre event week.
  - 14<sup>th</sup> – 21<sup>st</sup> October: To be available every day during the festival as required.
  - 22<sup>nd</sup>/ 23<sup>rd</sup> October: To be available post-festival for overseeing strike and returning of all equipment

There will be a requirement to work long and unsociable hours throughout the festival set-up, duration and break down. This may include evenings, weekend and late night working.

<b>Person Specification Details</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>		
Degree or equivalent in stage management, technical management or related specialism		x
<b>Knowledge</b>		
Knowledge of production management in the context of indoor performances	x	
Knowledge of Stage Management, Sound and Lighting in the context of indoor performances	x	
<b>Experience</b>		
Proven experience of working with a range of venues, contractors and indoor technical teams	x	
Proven experience of Health & Safety Management at work in a theatre or similar entertainment environment		x
Experience of managing complex and multi-art form indoor performances	x	
Experience of working in a small team		x
<b>Key Skills</b>		
Experience of operating a range of sound and lighting equipment	x	
Excellent verbal and communication skills		x
Competent user of Microsoft office products		x
Ability to communicate well with a range of people and groups	x	
Good organisational and time management skills	x	
Numeracy and literacy skills	x	

We are seeking to appoint a Technical Manager with the following skills and experience:

**Personal specification**

**If you are interested in applying for this work then written quotations should be submitted by 12:00 hours on Monday 20<sup>th</sup> March 2017. We will only accept quotations via email and these should be sent to: [andrea.francis@bournemouth.gov.uk](mailto:andrea.francis@bournemouth.gov.uk)**

**Your written quotation should include**

- Your overall comments on the brief.
- The experience and qualifications you have which make you ideal to be commissioned to deliver this brief.
- Details of how you will manage your time and work with a range of venues running multiple events at the same time.
- The names/contact details of at least two relevant referees
- Details of your professional indemnity insurance to the value of £10 million.
- Details of your suggested Stage Manager and/or Technical Assistants.

**If you wish to discuss this brief in greater detail then in the first instance you should contact Andrea Francis, Arts & Cultural Engagement Officer, at [andrea.francis@bournemouth.gov.uk](mailto:andrea.francis@bournemouth.gov.uk) or by phoning 01202 451751.**

**If required, shortlisted candidates will be invited to meet the festival team in Bournemouth before an appointment is made. You will be contacted in advance if this is required.**

The contract will be offered subject to confirmation of status as a self-employed person and confirmation of public liability and professional indemnity insurance.

(Bournemouth Borough Council carries insurance to cover its employees. This does not extend to self-employed persons. As a result, an artist or contractor who is not paid through the Council's payroll system is required to provide evidence of public liability insurance).

As a Freelance Contractor the successful candidate will need to administer all income tax liabilities and National Insurance payments in respect of the fees received for this contract.

Please note the council is not bound to accept any application.

**Award Criteria:**

Award criteria is based on meeting the requirements of the Duties Specification and Person Specification. The Council's standard Terms and Conditions will form part of the Contract.

**Arts Bournemouth is part of Bournemouth Borough Council**