



Fantasy High Street

07894 080 415

Fantasy High Street, The
Crypt Centre, St Mary
Magdalene, Munster
Square, London, NW1 3PL

fantasyhighstreet@gmail.com
fantasyhighstreet.org.uk
Company Number: 8796224

Production Manager

Job description & Person specification

Fantasy High Street

Fantasy High Street is an arts organisation specialising in creating outdoor events that animate high streets and town centres. Working in partnership with local authorities, businesses and arts organisations, we deliver magical arts events that engage local residents and visitors with public spaces in a playful way. More information can be found on our website:

<http://fantasyhighstreet.org.uk/>

In early September 2016, Fantasy High Street will be delivering an art trail along Lordship Lane in East Dulwich. We are looking for a Production Manager to join our team and manage the delivery of this project.

The Lordship Lane Art Trail

The art trail will include a series of commissioned artworks, window displays, and outdoor installations for shops and businesses along the high street, as well as a launch weekend with live performances, street theatre and art workshops. The activity will be playful, imaginative, and family friendly, responding to the retail offer at each business, engaging new customers, and promoting Lordship Lane as a 'go-to' cultural location. We will also be preparing a printed event guide & discount booklet for participating businesses in the area. The project aims to attract footfall to the area, engage customers for longer periods, and provide activities and arts installations that will animate the high street and encourage community engagement. The Lordship Lane Art Trail will take place over a weekend in early-mid September 2016 and the installations will be in situ for a total of 2 weeks.

The Role

We are looking for a Production Manager who will oversee the delivery of this project. The main responsibilities of the role will be to liaise with artists and partner businesses, prepare licences and permissions, prepare the event guide, ensure the safe installation of art pieces and manage the delivery of the launch weekend. The Production Manager will be responsible for the overall site management of this project in Lordship Lane.

In particular we are looking for a candidate:



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- To work closely with the Creative Director, Lydia Fraser-Ward, and the commissioned artists to ensure safe and smooth delivery of the installations
- To work with the live performance artists and those who are delivering arts workshops
- To assume responsibility for technical and site management of the art installations
- To work within the project budget to source any materials and equipment required for the installations in collaboration with a local carpenter, suppliers or installers
- To arrange all transportation and logistics for the get-in and strike of the installations and to ensure the artwork is not damaged during this time
- To ensure all required documentation is in place including event safety manuals and appropriate risk assessments, particularly for the days of the launch of the festival
- To arrange site access and attend meetings where necessary with representatives of the Fantasy High Street team
- To provide quick and effective support required to resolve and respond to any on site problems or issues that may arise, either ahead of or during the event
- To administer licensing applications and permissions in liaison with officers at Southwark Council and other partners
- To prepare a thorough Event Management Plan
- To act as a representative of Fantasy High Street and this project

Person Specification

Essential

- Minimum of three years' experience as a Production or Event Manager with specific knowledge of working on outdoor events and installations
- Experience of preparing risk assessments
- Experience using a wide range of power tools for installation delivery
- Good standard of computer literacy and an understanding of PCs and Macs
- Demonstrable experience of responsibility for Health and Safety management of outdoor events and site-specific work
- Experience of working successfully at all levels with an artistic team
- Excellent interpersonal skills including ability to negotiate, advocate and gain the confidence and respect of external contacts
- Experience of preparing risk assessments and event management plans
- Ability to self-organise and take initiative
- Ability to effectively and calmly work under pressure and meet deadlines as well as resolve issues and conflicts prior to and during production
- Fluent in English



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- Flexible and willing attitude
- Own laptop

Desirable

- Degree in a related field
- London-based
- Full, clean UK driving licence
- Experience working within festival environments

Time Commitment

This is a freelance position throughout July-September 2016. Working hours during preparation for the project are flexible and can be managed around other work commitments. However, the role requires a more intensive time commitment during the programme delivery, especially for the launch and installation dates in early September, and will include some evening and weekend work. Please do not apply unless you have good working availability from late August-mid September 2016.

Fee

There is a fixed fee of £1,500 for the contract, including expenses (estimated at approximately 10 days of work).

How to Apply

Please send your CV and covering letter outlining your experience and interest in the role, to fantasyhighstreet@gmail.com by **10am on Monday 13 June 2016**. Please include 'Production Manager Lordship Lane' in the title of your email. **Interviews will be held on Friday 17 June 2016.**