

Job Description: Events Production Manager

Contract: Freelance, throughout May to October 2019

Fee: £6,000 based on 40 days across the contract

Key dates: The Edinburgh International Book Festival runs from 10-26 August 2019, with the Baillie Gifford Schools Gala Day on 27 August.

Background

The Edinburgh International Book Festival, a non-profit making organisation, is a distinctive international showcase celebrating the written word, literature and ideas. It brings leading and emerging international, British and Scottish authors and thinkers together to inspire each other and audiences in an extensive programme of public events.

In recent years, debate, discussion, performance and interactive events have become prominent features of the Festival, complementing the more traditional interview-style events and readings, and contributing to the Book Festival's reputation as a powerful forum for the public to exchange views with writers and experts on a wide range of issues: social, ethical and political as well as literary and cultural. At the heart of the Book Festival's activity is an integrated approach to creative learning and education with the aim of expanding participation in democratic discussion, fostering a love of reading and developing engaged, knowledgeable audiences of all ages and backgrounds.

The first Edinburgh International Book Festival took place in Charlotte Square Gardens in 1983 with around 30 author events; now it stages over 900 each August, attracting around 250,000 visits, making it the largest public celebration of the written word in the world. The Book Festival takes place in a temporary, tented Festival Village, created and built each year in Charlotte Square Gardens and more recently on neighbouring George Street.

The Book Festival's children's programme offers a comprehensive series of author events, activities and workshops for audiences ranging from babies to young adults, attracting audiences of 20,000 each year. In addition, an extensive schools programme is created especially for primary and secondary pupils, attended by around 14,000 school children.

Through an award from players of People's Postcode Lottery, the Book Festival has expanded its activities to create On The Road, a wide-ranging programme of live-literature events and mini-Festivals which take place in communities around Scotland across the year.

The Edinburgh International Book Festival has an annual turnover of around £2.8 million. Under 20% of income comes from Creative Scotland and the City of Edinburgh Council to support core operations. The rest is raised from ticket sales and the sales of books through the Book Festival's highly successful independent bookshops in addition to corporate sponsorship, trusts and foundations, individual donations.

The Edinburgh International Book Festival is a founder member of Festivals Edinburgh, the organisation created by Edinburgh's 11 major Festivals to support their joint strategic development and maintain their position as global leaders.

The Role

In recent years, alongside the traditional book festival event, the Book Festival has explored new ways of presentation, bringing in theatre, music, spoken word and other genres. As well as working with publishers to present authors, there has been a growing body of work where the festival has commissioned writers and artists to create new work and performances for the August Book Festival.

In response to this, the increasing complexity of creative content and technical sophistication, the Book Festival is looking to appoint an Events Production Manager to work with the Programme team to enable the delivery of a range of performance events across the 18-day festival.

This will range from working closely with commissioned authors and artists over a sustained period of time to enable them to realise their creative ambitions for their events, to working with authors or partner organisations to facilitate their technical requirements for event-ready performances.

Key Duties and Responsibilities

- Deliver a strand of performances during the August festival.
- Work closely with the Programme Directors, taking on board their vision and ideas, to shape a programme of performances.
- Assess, monitor and report on progress to the Programme Manager to identify risks and overcome any challenges.
- Liaise with the Technical and Marketing departments as required.
- Act as the point person between departments and ensure efficient operation between the Book Festival, companies and artists.
- Draw up rehearsal and production schedules.
- Assess performance and resource requirements.
- Monitor budgets for individual productions; draft and negotiate contracts with artists, companies and rehearsal venues; pay invoices.

- Manage the relationships with theatre companies and artists; anticipate and manage artistic needs within the constraints of schedules and budgets.
- Manage all house seat requests and co-ordinate them with Box Office.
- Work with visiting artists and companies to agree technical specifications.
- Be the main point of contact on all event days for visiting artists/companies, artist management and technical crew.
- Liaise with programme team on artist contracts in respect of technical riders.
- Agree and advance final technical riders with artists.
- Oversee technical design and stages infrastructure based on artist requirements / capacity / venue and structure limitations.
- Key point of contact for all key production suppliers from procurement to delivery - including, but not limited to, lighting, audio, video, backline and SFX.
- Establish production schedules for projects and communicate effectively to all relevant parties - ensuring all information is up to date.
- Onsite management and delivery of production requirements.
- Manage production schedules, including freelance/contract staff if required.
- Manage production budgets, as required.
- Ensure that H&S guidelines are adhered to in all production processes, including preparing method statements and risk assessments.

Person Specification

- Significant experience in a production role, preferably in an arts organisation or festival environment.
- Experience of managing complex projects, including budgets.
- Experience of developing and managing productive and mutually beneficial partnerships.
- Excellent organisation, planning and project management skills.
- The ability to translate ambitious creative ideas into interesting and deliverable projects.
- The capacity to make decisions and solve problems quickly and creatively.
- Excellent interpersonal skills and an ability to communicate persuasively and with integrity.
- A high level of literacy and articulation, with excellent communication skills.
- Good IT skills and the ability to self-support administratively.
- Knowledge of contemporary literature and festivals, with experience of working in a live literature or arts organisation (desirable).
- Experience of managing production processes for medium- and large-scale events, particularly in a festival context (including outdoor events)
- Range of experience and sound knowledge of the event production disciplines - including transportation, AV, lighting, rigging, staging, warehousing, health and safety, site and technical specifications - and of underlying administrative systems that support these disciplines fully.
- Proven experience as a successful production manager.

- Ability to problem solve in time-sensitive situations.
- Manage multiple events simultaneously, from concept to delivery.

Applications

To apply for this position, please email a CV and a covering letter, outlining how you meet the person specification to jobs@edbookfest.co.uk

Due to the volume of applications we receive, it may not be possible to respond to everybody.

Closing date for applications: Monday 18 March, 17:00

Interviews: week commencing Monday 25 March 2019

If the job description doesn't answer your questions, please contact jobs@edbookfest.co.uk or call the Book Festival office on 0131 718 5666.

Applicants from diverse backgrounds are very much encouraged.

The Edinburgh International Book Festival Ltd has its registered office at 5 Charlotte Square, EH2 4DR and is a company limited by guarantee (no SC 79939) with charitable status (SCO10120).