



## Three Choirs Festival: Production Manager

**Location:** Gloucester, with travel to Hereford and Worcester.

**Hours:** full time (normal working hours 9am – 5pm Monday to Friday, some evening and weekend work required with time given in lieu). The build period for each festival begins in mid-July, and the postholder is unlikely to be able to take leave over the course of build, festival and break (c. 3 weeks total). Outside of this period, applications for job-share, flexible and part-time working would be considered for the right candidate.

**Salary:** £24-27k per annum

**Closing date:** 12 noon, Wednesday 12 June.

Interviews will take place on Thursday 20 June – please indicate in your covering letter if you would need to arrange an alternative date.

**Start date:** we would ideally like the postholder to begin no later than September and attend at least one day of this year's festival (26 July – 3 August, in Gloucester) as part of handover procedures.

### Summary:

The Three Choirs Festival is seeking a versatile Production Manager to deliver the logistical and technical operations of the event. Dealing primarily with the infrastructure in and around the magnificent cathedrals at the heart of the festival, you will also be involved in planning for events in a host of beautiful and striking venues. With a loyal and passionate audience, the festival atmosphere and the meeting points outside of concerts – for food, drink or simply some time-out in the sun – are as much a part of the festival's character as the programme itself. This role would be ideally suited to someone who can think about a festival-goers experience in the round and understands how the little things go a long way to enhancing someone's visit.

Supporting the Artistic Planning Manager and Chief Executive to deliver a programme devised each year in consultation with a local Artistic Director and a city committee, the Production Manager will work with a wide range of stakeholders while maintaining H&S best practice and high-quality production values. From liaising with contractors in the cathedrals to organising temporary structures and facilities in our festival village, carrying out risk assessment, and managing the administration of a large and dedicated team of volunteers, you will be a key part of our public-facing administration.

You will be part of a small central team which supports a 300-year-old festival with British choral music at its heart. You will be enthusiastic about what we do, and the ideal candidate will be able to demonstrate a background in the arts or events. You will be comfortable communicating with a range of people, from contractors with detailed and specific technical requirements, to venue custodians, volunteers and committee members. You'll be a can-do collaborator, but you'll also be good at taking the initiative and working autonomously.

The Production Manager will report to the Chief Executive but will also work closely with the Artistic Planning Manager to support the requirements of their role, and with the city committees who will help you to identify opportunities and contacts in the local community. You will assume oversight of operational policy and procedures and delegated day-to-day responsibility for H&S implementation. General office management and IT form a small part of the year-round role.

Future festival dates: **Gloucester** 26 July – 3 August 2019 | **Worcester** 25 July – 1 August 2020  
| **Hereford** 24– 31 July 2021

For full details and directions on how to apply please visit <http://www.3choirs.org/about-us/jobs/>

## **Job Description**

Reports to: Chief Executive

### *Background*

The Three Choirs Festival is a week-long programme of choral and orchestral concerts, cathedral services, solo and chamber music recitals, masterclasses, talks, theatre, exhibitions and walks, rotating each summer between the beautiful English cathedral cities of Hereford, Gloucester and Worcester. It is thought to be the longest-standing classical music festival in the world, and celebrated its 300<sup>th</sup> anniversary in 2015.

At the heart of the modern festival are large-scale evening concerts featuring the Three Choirs Festival Chorus and the Philharmonia Orchestra (resident at the festival since 2012), and services of Choral Evensong sung by the professional choirs of the three cathedrals. Concert programmes feature internationally-recognised soloists and combine the established favourites of the British classical choral tradition with works drawn from a broader, more international musical canvas. The festival's packed schedule of daytime events is augmented by a growing community and outreach programme bespoke to each city.

The Three Choirs Festival is charity and limited company whose day-to-day operation is managed by a small professional team based at the Three Choirs Festival Association's office in Gloucester. They work under the oversight of a Board of Directors, and in collaboration with voluntary committees in Hereford, Worcester and Gloucester.

### **Duties**

This role works closely with the Chief Executive and Artistic Planning Manager to ensure the smooth delivery of the festival and a high-quality experience for our audiences. You will be involved in all aspects of festival planning, from securing venues to planning site facilities and ensuring that our audience, artists, staff and volunteers are operating in a safe and welcoming environment. This list sets out the main requirements of the role and is not intended to be exhaustive:

#### *Finance*

- Work with the Chief Executive and Finance Manager to plan and monitor annual production budgets, maintaining accurate records of your committed and estimated spending to support the production of quarterly forecasts.
- Provide accurate figures as requested to support the work of the fundraising team, and work with other departments to obtain costings to meet their technical and logistical requirements
- Liaise with external companies to exploit commercial opportunities (e.g. bar providers, street food sellers, retailers). Prepare tender documents and secure trader arrangements that contribute to budgeted income in consultation with the finance manager.

#### *Venues*

- Make availability enquiries and secure dates for venues and other ancillary buildings to support the festival's operation, carrying out venue risk assessments and assessing venue accessibility on a regular basis.
- Establish good relationships with venue staff, particularly the staff and clergy of the cathedrals, working together to plan infrastructure in and around the cathedral which is sensitive to the daily life of its community.
- Take responsibility for the scheduling and dissemination of rigging, rehearsal and event times throughout the festival, in liaison with artistic planners, friends committees and the fundraising team. Use Artifax to keep an accurate and up-to-date record of all planned activity.

#### *Logistics*

- Obtain quotes and book temporary structures and facilities (e.g. marquees, staging and seating, toilets, catering and bar equipment, lighting & AV, radios, PA), always striving to maintain high-

quality production values balanced with an economical approach. During the festival, oversee the work of all contractors on site and ensure that work is at all times compliant with Health and Safety regulations.

- Make all necessary security, first aid and parking arrangements, and manage the production, allocation and distribution of lanyards, car parking passes and other identification.
- Liaise with local councils to ensure the festival is a positive presence in the city (e.g. arranging litter collections, notifications of processions, car parking provision, communicating with local businesses, licencing) and prepare the Event Management Plan for each festival, sharing it with all relevant parties.
- Take overall responsibility for the navigability and appeal of the festival village and wider festival site, ensuring plans are rigorously prepared, that signage is clear and installed according to the plan generated by the Marketing Manager, and care has been taken to keep the festival accessible.
- During the festival, establish a local office and make all relevant arrangements for its operation, providing additional facilities for Association staff as required during Festival period. Lead on site support and checks that H&S procedures are followed at all times.

#### *Artistic Support*

- To advise the Chief Executive, Artistic Directors, Artistic Planning Manager and Festival Committees on operational matters that might impact on artistic decisions, as well as working closely with our resident ensemble's own operational team.
- Book audience transport and make arrangements for catered events as required by the artistic plans. Source and book services such as accommodation and transport, and where requested by the Artistic Planning Manager, assist in arrangements for instrument hire and tuning, stage furniture, event-specific technical riders, and backstage facilities.

#### *Staff and Volunteers*

- Recruit team leaders and key temporary operational roles (e.g. event managers, cathedral FOH manager and stage manager. Suitable candidate for chaperoning roles should be passed to the Participation Manager or Artistic Planning Manager.
- Lead on the recruitment of volunteers, keeping accurate records (carrying out DBS checks and arranging safeguarding training where required) and producing documentation to ensure their welfare and give them clear guidance and support.
- Co-ordinate and brief volunteers and temporary staff during festival week, ensuring clear protocols are in place for handling emergencies at all venues and that plans for evacuation or medical intervention are clearly understood by all staff and volunteers.

#### *General Duties*

- Attend city committee and Board meetings as required
- With the Chief Executive, regularly review policies and procedures relating to all aspects of operational delivery, and write a Health and Safety report to present to the board of Directors annually for review
- Be responsible for maintaining a log of accidents and incidents, taking action or reporting to RIDDOR as required
- Be responsible for the maintenance and tracking of equipment, including regular PAT testing and first aid box inventories, and periodically review furniture and equipment in storage.
- Take day-to-day responsibility for ad hoc office management (e.g. lightbulbs, reporting of maintenance issues, print recycling collections, preparing workstations and equipment for new staff members).

## Person Specification

Skills and characteristics	Essential	Desirable
• At least 2 years' experience in a similar role	✓	
• Experience of managing budgets and obtaining supplier quotes	✓	
• Understanding of current H&S regulations, particularly regarding audience safety and temporary structures	✓	
• IT literate, with a good knowledge of MS office packages, especially excel.	✓	
• Experience of using event planning software (e.g. Artifax)		✓
• Understanding of safeguarding best practice and some experience in an organisation working with children		✓
• Experience of recruiting and managing volunteers	✓	
• Self-motivated and able to prioritise workloads to meet deadlines	✓	
• Ability to communicate confidently and work well with people fulfilling a range of roles, from volunteers and committee members to suppliers and contractors	✓	
• Good at building relationships with suppliers and contractors to secure competitive rates	✓	
• Excellent attention to detail	✓	
• Full driving licence		✓
• Experience of working with visiting performers		✓
• Experience of reading and understanding technical specifications		✓
• Knowledge of and interest in classical music		✓
• First Aid and H&S Qualifications		✓

## Terms of Employment

The full-time working week is 35 hours, and normal office hours are Monday to Friday, 9am–5pm. Some work will be required at evenings and weekends, particularly during the festival itself, and time off is given in lieu for additional hours worked. The salary for this position is £24-27k depending on experience, plus pension contribution and expenses payable in line with company policy, including travel away from the registered office in Gloucester. There is a three-month probationary period for this post. Applications for job-share, flexible and part-time working would be considered for the right candidate.

## How to Apply

Please send a CV (including details of two referees) and covering letter, outlining why you would like to work with us and how you meet the person specification, no later than noon on Wednesday 12 June. Please note that the successful applicant will be required to complete a DBS check, or have their certificate verified via the DBS Update Service before assuming this role.

Please send applications or requests for further information by email FAO Alexis Paterson, Chief Executive, to [info@3choirs.org](mailto:info@3choirs.org).

More information about the organisation can be found at [www.3choirs.org](http://www.3choirs.org).