



## **Fierce Festival Production Coordinator Job Description**

Fierce are seeking an experienced Production Coordinator to deliver on the practical side of the festival, liaising with artists, producers, venues and technical teams to achieve a smooth-running event.

Fierce's vision is based on equality of access and opportunity and the active promotion of diversity. We would be particularly interested to hear from anybody who has felt marginalised for whatever reason and we are particularly interested to hear from people of colour.

### **Background:**

For just one special week every two years, Fierce gathers the most exciting artists from around the world in Birmingham to share ideas and celebrate; you won't find this assembly of artists anywhere else in the UK. Traversing theatre, dance, performance art, installation, club nights, participatory projects and more, there is nothing for everyone but something for everybody.

### **Roles and Responsibilities:**

- Act as liaison between artists and venues; ensure detailed tech specs are collected for every performance and work with venues and the Cloud One team to make sure everything is achievable, finding solutions and compromises where necessary.
- Work with artists to source props and materials needed for their performances.
- Work with artists to ensure thorough risk assessments are carried out for all performances and everything is done to mitigate risks so as to make performances safe.
- Collect detailed information about performances and venues, in particular outdoor and public space work for the Event Manual
- Work with the Artistic Director, General Manager and Festival Producer to compile the event manual, liaise with Birmingham City Council and present at the Safety Advisory Group (SAG) meeting.
- Work with the festival team to create a schedule for festival week ensuring all artists are supported.
- Work throughout the festival week to support artists, venues and Cloud One technical staff to deliver a smooth festival.

### **Experience and Qualities:**

<b>Essential</b>	<b>Desirable</b>
Experience of working on a festival or equivalent in a similar capacity.	Experience of working with Birmingham venues and knowledge of venue staff and practices.



Experience of liaising with artists, venues and technical teams to facilitate events.	Experience compiling event manuals and presenting at SAG meetings.
Experience of writing risk assessments.	First Aid at Work qualification.
Understanding of technical theatre.	Experience of working with Live Art practices.
Ability to think creatively and use initiative to problem-solve.	
Ability to remain calm under pressure.	
Ability to work independently and as part of a team.	
Driving license and access to own vehicle.	

**Fee:** £5000 (*This is a freelance role with a set fee, the person appointed will be responsible for paying their own tax and NI contributions.*)

**Period of work:** The role will begin in February 2019 with some initial meetings and planning rising to 1 day/week from May and 2 days/week from August; the week preceding and week of the festival will be full time and the role will end following the completion of the get out after the festival closes on 20<sup>th</sup> October 2019. It is expected the role will be 40 days in total with flexibility in the earlier months to fit these around other commitments.

**Location:** The role will be based at the Fierce office in Digbeth, the Production Coordinator will be required to attend meetings around the region and during the week of the festival they will need to be on-site at venues including at the festival hub.

**Responsible to:** Festival Producer

**How to apply:**

Please submit an up-to-date CV and a covering letter of no longer than one side of A4 detailing your experience and suitability for the role as well as the Equal Opportunities Monitoring Form to [catherine@wearefierce.org](mailto:catherine@wearefierce.org) by midnight on 3<sup>rd</sup> February 2019.