



ABANDON NORMAL DEVICES

AND FESTIVAL PRODUCER

Title: Festival Producer
Reports to: Senior Producer
Contract: 12 Month Fixed Term Freelance Contract
Salary: £22,000
Full time July –December 2015, then 3 days p/w January – June 2016
Based: AND Office, Manchester & with travel to festival and touring sites
Deadline: EXTENDED 17:00, Friday 3 July 2015

JOB DESCRIPTION

Abandon Normal Devices (AND) is looking for an experienced producer to join the team to play a key role in AND's 2015-16 Festival and Touring programme. The Producer will work closely with the core team on the development and delivery of the AND Festival from 18-20 September in Grizedale Forest, Cumbria. Taking a lead on the effective operations of the Festival and delivery of all related programme outputs. They will help drive the programme forward with a specific focus on the production of new commissions the festival and subsequent touring of these with to AND's partners across the North of England in 2015-16.

The Producer will play a vital role in the success of the programme, working closely with the senior producer, artists and partners across multiple sites. The Producer will need to be a skilled communicator and negotiator, ensuring a deep level of partner and participant engagement. Alongside having experience of working closely with artists producing new commissions involving the implementation of new technologies in the public realm and outdoor spaces.

CONTEXT

AND is a commissioning agency, which produces cross platform projects including exhibitions, talks, interactive projects, film happenings and a biennial festival of new cinema, digital culture and art. We are a catalyst for new approaches to art-making and digital invention and invite artists to hijack the imagination through abandoning traditional settings and developing unorthodox partnerships so we can actively redefine the way that digital art projects, events and festivals are experienced.

Founded in 2009 by FACT, Cornerhouse and folly over the past 6 years we have commissioned over 80 artists including Rafael Rozendaal, Julien Oliver, Eva and Franco Mattes, Brody Condon, Andrew Kötting, Apichatpong Weerasethakul, Carolee Schneeman, Krzysztof Wodiczko, Gillian Wearing, The Yes Men and Jamie King . www.abandonnormaldevices.org

MAIN PURPOSE

The Producer will play a key role in the development and implementation of AND's new organisational model, which includes a roaming biennial festival and annual commission and touring programme. The first edition of which will take place in

Grizedale Forest Cumbria, in partnership with the Forestry Commission. The Producer will work with a team of project managers and technicians on some of the planning and delivery of this programme working with a network of arts and cultural organisations in Cumbria from across the north to deliver an innovative touring programme.

ROLES & RESPONSIBILITIES

The Producer will work closely with the AND team and project partners on the development and delivery of the 2015 festival and touring programme. You will act as a key point in the development of the new commissions and facilitate communication between the wider team and partners.

- Ensure the successful delivery of festival and touring programme, working closely with the Senior Producer, Director, partners and artists on the production of the programme
- Coordinate the delivery of the commissioning, project management, production, and operational logistics of key projects
- Lead on comprehensive production planning for key projects and related events, including design, development, installation, staffing, presentation, maintenance and related health and safety requirements (work closely with the Senior Producer on the festival and event production plans and risk assessments)
- Deliver programme on budget, by leading on the financial management of the relevant programme including regular reports to the Senior Producer on Festival and Touring budgets.
- Identify, sub-contract & manage a technical team, comprised of paid technical assistants, interns and volunteers, as required
- Work closely with host venue, touring partners and technical staff and freelance contractors to understand and fulfill all artist and speaker technical requirements
- Co-ordinate technical resources and requirements efficiently and within set budgets
- Act as single point of contact and communication for logistical inquiries from partners, venues and production team
- Assist in shaping of projects and negotiating with partners, venues and funders
- Manage the contracting of venues, artists, suppliers and partners with support from Senior Producer and Coordinator
- Speaker liaison: manage production team to ensure flawless liaison with speakers, partners and artists, including travel, accommodation; obtaining biogs, images, briefing packs, work permits, etc. - with support from the Senior Producer and Coordinator
- Ensure clear communication, acting as the key liaison point for the project between AND and the artists, partners, participants and suppliers.
- Support communications and the Communications Manager to ensure successful strategic and operational communications for the festival and its programmes
- Undertake all relevant administration relating to the programme including correspondence with contributors, including staff, artists, venue, partners and suppliers.
- Manage any project related interns and volunteers
- Attend programme and partner meetings as required

The role will be based at the AND office in Manchester but will involve travel to the project touring sites in the North including, Grizedale Forest, and Partner sites in

Cumbria and across the North.

PERSONAL SPECIFICATION

Essential

- An excellent understanding of the artistic and social context, issues and practicalities of commissioning work in the public realm across digital culture and art.
- Experience of working on new commissions and event production, specifically festivals and public realm project that implement new technologies.
- Experience engaging and working close with partners and artists on in the development, production and touring of new commissions.
- Demonstrable experience of project management on similar scale to AND Festival productions
- Experience of managing negotiations with artists, technical producers, partners and suppliers
- Ability to assess technical requirements and work with technical team to produce and deliver projects
- Experience of managing project budgets on target
- Strong and proven administrative skills
- Ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team
- Flexibility, commitment and the ability to multi-task
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Knowledge of regional and cultural networks
- IT skills, especially Microsoft Office, project and collaborative management tools
- Highly organised and able to work to deadlines

Desirable

- Full clean driving license
- Experience of Commissioning and Touring Outdoor Artworks
- Fundraising and Advocacy Experience

HOW TO APPLY:

Please submit your CV (no more than 2 pages and including at least two referees) alongside a supporting statement (500 words max) highlighting how your experience meets the skills and experience criteria outlined. As part of your proposal, please supply links to online examples of your previous work relevant to this role.

Guidance Notes for Applicants:

- the closing date for receipt of completed applications has been **extended to 17:00 Friday 3 July 2015**
- Please insert APPLICATION FESTIVAL PRODUCER as the subject. Shortlisted candidates will be contacted by email and invited to an interview on the week commencing 6 July 2015 in Manchester.
- To submit your application or for any queries please contact jobs@andfestival.org.uk