



# ABANDON NORMAL DEVICES

## Mobile Republic Touring Producer

### ABOUT MOBILE REPUBLIC: DIGITAL CARAVANS

Mobile Republic is a touring project originally commissioned by AND in 2012. This Autumn the project will go on tour once again to the CultureTech Festival. The event takes place from 12 – 14 September 2013 and forms part of the Derry-Londonderry City of Culture celebrations.

Mobile Republic is a convoy of interactive caravans, that have been radically remodeled and re-imagined by artists, architects and activists. When in situ the caravans group together in a wagon circle, creating a central 'big-top' social space, which feature an artist's studio, performance space and an indoor/outdoor cinema. <http://www.andfestival.org.uk/events/mobile-republic/>

**Title of Contract:** Freelance Touring Producer

**Fee:** £1500

**Contract term:** 12 days\*

**Reporting to:** AND Festival Producer

\* 5 days in the lead up to events in Derry and touring dates 10-16 September 2013

The role also requires a full clean driving license.

**Deadline for applications is Monday 5 August at 10am.**

### THE PURPOSE OF THE ROLE:

To support the delivery and production of Mobile Republic at in Derry-Londonderry, AND are seeking a lead producer to work alongside the crew and technical producer. You will be working as part of a team, consisting of artists, producers and volunteers, so you do not need to have skills in all areas. Please see essential and desirable skills below.

### KEY DUTIES:

1. Work with the Festival Producer and Technical Manager to coordinate the touring project to Derry-Londonderry as part of the CultureTech Festival.
2. To ensure clear communication, acting as the key liaison point for the project and undertaking all relevant administration relating to the project including correspondence with contributors, including staff, artists, venue, partners and suppliers.
3. To contribute to financial management of the project including overseeing and reporting back on the project budget to the AND Festival Producer.
4. Lead on the project logistics for the tour working closely with the AND team.

*The duties listed above should not be regarded as exhaustive or inclusive as other tasks associated with the post may be required.*

### PERSONAL SPECIFICATION:

#### Essential Skills, Experience & Attributes:

- Experience of working within arts project production & outdoor production
- Demonstrable experience of project management

- 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
- Strong and proven administrative skills.
- An 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.
- Full clean driving license

**Desirable Skills, Experience & Attributes:**

- Experience of tour management
- HGV license and experience of towing

**HOW TO APPLY:**

Please submit your CV (including at least two referees) alongside a 300-500 words supporting statement 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 which are relevant to this role.

To submit your application or for any queries please contact [hello@andfestival.org.uk](mailto:hello@andfestival.org.uk)

<b>Application deadline:</b>	<b>Monday 5 August 2013</b>
Shortlist contacted:	by Friday 9 August 2012
Interviews:	w/c 12 August 2013
Contract Dates:	12 days between 19 Aug & 20 Sep 2013 inc. mandatory attendance 10 – 16 Sep

**Guidance Notes for Applicants:**

The closing date for receipt of completed applications is **10.00am on Monday 5 August 2013**. We regret that applications received after that time cannot be considered.

The preferred format to receive applications is by e-mail.

Please insert APPLICATION FOR TOURING PRODUCER as the subject.

**Shortlisted candidates will be contacted by email and invited to an interview on the week commencing 12 August 2013 in Manchester.**