



ABANDON NORMAL DEVICES

AND FESTIVAL & TOURING PRODUCER

Thank you for your interest in the role of **Festival & Touring Producer** at Abandon Normal Devices (AND); this is an exciting new role that will be key to the development and delivery of the AND Festival 2017, it's key commissions and subsequent national touring programme in 2017-18.

To apply for the role, 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 and where possible include links to online examples of your previous work relevant to this role.

Please send you applications to hello@andfestival.org.uk with **APPLICATION FEST PRODUCER** as the subject field.

The closing date for applications is **17:00 Monday 24 April 2017**

Interviews are expected to take place **w/c 1st May C 2017**.

We'll get in touch with all short-listed candidates by phone or email. As we receive so many applications we're unfortunately unable to reply to each one individually, therefore, if you have not been contacted by 16 May please assume that your application has not been successful on this occasion.

Thanks once again for your interest in AND and we look forward to receiving your application.

Yours sincerely
The AND Team

JOB DESCRIPTION

Job Title:	Festival & Touring Producer
Reports to:	Senior Producer
Responsible for:	Freelance Event & Producers Staff and volunteers
Working with:	AND Producers, Festival Partners & Venues

AND is looking for an experienced producer to play a key role in AND's Festival and Touring programme in 2017-18. The Producer will work closely with the core team on the development and delivery of the AND Festival which will take place in the Peak District in September 2017 and the subsequent touring of large scale commissions nationally.

The Producer will help drive the programme forward with a specific focus on the production of new commissions for the festival and subsequent touring of these with to AND's partners across the UK in 2017-18. Taking a lead on the effective operations of the Festival and delivery of all related programme outputs.

The role will be vital role to the success of the programme, involving 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 experience of working closely with artists producing and touring new commissions involving the implementation of new technologies in the public realm and experience of working in outdoor and challenging site specific locations.

ROLES & RESPONSIBILITIES

The Producer will work closely with the AND team and project partners on the development and delivery of the 2017 festival and touring programme. Acting as a key point in the development of the new commissions and facilitate communication between the wider team and partners. Working with a team of project managers and technicians on the planning and delivery of the programme working with a network of partner organisations in the Peak District and the north to deliver an innovative touring programme.

Producing

- Ensure the successful delivery of festival and touring programme, working closely with the Senior Producer, AND Team, partners and artists on the production of the programme
- Assist in shaping of projects, through negotiations with partners, venues and funders
- Coordinate 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
- Including work closely with the Senior Producer on the festival and event production plans, access requirements and risk assessments
- Work closely with host venues, touring partners and technical staff and freelance contractors to understand and fulfill all commission and event technical requirements
- Act as single point of contact and communication for logistical inquiries from partners, venues and production team

- Manage the contracting of venues, artists, suppliers and partners with support
- from Senior Producer and Coordinator
- Artist liaison: work with the Senior Producer and Coordinator to manage resources to ensure flawless liaison with partners, artists and guests, including travel, accommodation; obtaining biogs, images, briefing packs, work permits, etc.

Communications

- Ensure clear communication internally and externally, 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 staff, artists, venue, partners and suppliers.
- Attend programme, partner meetings and site visits as required

Financial

- To manage production budgets as agreed with the Senior Producer
- Co-ordinate technical resources and requirements efficiently and within set budgets
- Deliver allocated budgets on target, including regular reports to the Senior Producer
- To work within the Festival's agreed finance and accountancy procedures

Staffing

- Identify, sub-contract & manage a technical team, comprised of paid technicians, event crew, interns and volunteers, as required
- Manage any project related interns and volunteers

Other

- Abiding by AND policies on safeguarding, equal opportunities, volunteering, Health & Safety, evaluation & monitoring
- Any other duties that are commensurate with the post

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
- Full clean driving license

Desirable

- Experience of Commissioning and Touring Outdoor Artworks
- Fundraising and Advocacy Experience

TERMS & CONDITIONS

Salary: £24,000 (pro rata)

Contract: 18 Month Fixed Term Contract (PAYE)
Full-time May – Dec 2017, then part-time Jan-Aug 2018

Location: AND Office, Manchester & with travel to festival and touring sites in the North including, Peak District National Park, and Partner sites in the North and nationally.

Annual leave entitlement is 33 days a year pro rata including public holidays

There will be a three-month probationary period for this position.

ADDITIONAL INFORMATION: AND BACKGROUND

Abandon Normal Devices (AND) is a commissioning agency delivering ground-breaking projects and festivals that challenge conventional modes of participation through a dynamic public programme of art, new cinema and digital culture.

With a distinct emphasis on creative enquiry and provocations, AND creates a space where artists and audiences can reflect on the impact of new technologies asking that our assumptions be taken apart, rejecting the status quo and asking what is “normal”? AND’s portfolio consists of film happenings, exhibitions, research programmes, online projects, residencies, public realm interventions and a roaming biennial festival, the next of which will happen in September 2017.

www.abandonnormaldevices.org

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.

The AND festival is site specific, it occurs in a new location every two years, making it the UK’s only nomadic festival of this kind. It maps different terrains from the rural, urban, subterranean to virtual. The programme interrogates our assumptions of contemporary culture and invites new ways of seeing the world through re-negotiating our relationship to place. Previous hosts include FACT (Foundation for Art and Creative Technology), Cornerhouse, Forest Artworks and the National Trust. Historically the festival projects have toured nationally and internationally afterwards.

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.