



ABANDON NORMAL DEVICES

FESTIVAL OPERATIONS MANAGER (FREELANCE)

Thank you for your interest in the role of **Festival Operations Manager (Freelance)** at Abandon Normal Devices (AND); this is an exciting new role that will be key to the development and delivery of AND Festival 2020.

To apply for the role please submit:

- CV (no more than 2 pages and including at least two referees)
- AND Equal Opportunities Form
- Short supporting statement (500 words max) highlighting how your specific experience relates to the role,
- Any links to online examples of your previous work relevant to this role
- Your availability between Feb – May 2020.

Please send your application to jobs@andfestival.org.uk with APPLICATION FESTIVAL OPERATIONS MANAGER as the subject field.

The closing date for applications is **12:00 Wednesday 15 January 2020**

Interviews are expected to take place **W/c 20 January 2020**

As we receive so many applications, we're unfortunately unable to reply to each one individually, therefore, if you have not been contacted by end of January 2020 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 Operations Manager (Freelance)
Reports to: Director
Responsible for: Festival Logistics Staff
Working with: AND Staff & Freelance Contractors, Festival Partners & Venues

AND is looking for a Festival Operations Manager to play a key role in the successful delivery of AND Festival 2020. The Festival Operations Manager will work closely with the core team on the operational and logistical delivery of the festival, which will take place along the industrial waterways of the Manchester Ship Canal and River Mersey at sites in Merseyside and Cheshire (UK).

The Festival Operations Manager will take a lead on the effective operations and delivery of the festival across multiple sites. The role will be vital to the success of the festival, involving working closely with AND's Director, Programme Producer and Head of Communications. The Festival Operations Manager will need to be a skilled communicator and negotiator, ensuring a deep level of partner and contractor engagement; alongside experience of working within outdoor and challenging site-specific locations.

ROLES & RESPONSIBILITIES

The Festival Operations Manager will work closely with the AND team and project partners and lead on the planning and implementation of festival operations and logistics in the run up to and during AND Festival. This will involve being the main point of contact for operations and logistics during the festival across H&S, event operations, ground transport for staff, audiences and artists, festival volunteers, and festival hubs.

This is a key role in relation to the on-site festival operations. The Festival Operations Manager has the key responsibility for on-site event safety and compliance, risk management, developing/implementing emergency management procedures.

The Festival Operations Manager will also work in close collaboration with other operational roles including the Volunteer Coordinator, Artist Liaison Coordinator and other logistics roles including ground transport.

Operations

- Oversee all aspects and successful delivery of festival operations.
- Lead on comprehensive event planning for festival commissions and related events, including staffing and related health and safety requirements.
- Work closely with the AND team on access requirements and ensure all risk assessments and event licencing is in place.
- Manage the contracting of suppliers and partners alongside Programme Producer where required.
- Take responsibility for compiling, distributing and implementation the Festival Event Safety Plan.

Communications

- Ensure clear communication internally and externally, acting as the key liaison point for operations between AND and the artists, partners, participants and suppliers.
- Undertake all relevant administration including correspondence with staff, artists, venue, partners and suppliers.
- Attend programme, partner meetings and site visits as required.

Financial

- To manage budgets as agreed with the Programme Producer.
- Co-ordinate resources and requirements efficiently and within set budgets.

- Deliver allocated budgets on target, including regular reports to the Programme Producer.
- To work within AND's agreed finance and accountancy procedures.

Staffing

- Support recruitment of freelance operational roles where required

Other

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

PERSON SPECIFICATION

Essential

- Experience of working within operations and event production, ideally festivals and public realm projects.
- Demonstrable experience of project management on a similar scale to AND Festival productions.
- Experience of managing teams.
- Demonstrable experience of leading cross-functional teams
- Ability to assess operational and logistical requirements and manage a team of event and logistical staff.
- Experience of managing event Health & Safety and creating risk assessments
- 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 working on festivals and public realm projects that utilise new technologies.

TERMS & CONDITIONS

Fee: £4500

Contract: Freelance Contract between March – May 2020

Location: AND Office, Manchester, AND Festival Site during festival with travel to festival sites in Merseyside & Cheshire in lead up to the festival

ADDITIONAL INFORMATION: AND BACKGROUND

Abandon Normal Devices (AND) is a nomadic commissioner and born-digital producer unafraid to enter new territories and broker new partnerships.

We propose a significant shift in the way that art is experienced through staging projects that spill out of the gallery and into the 'street'. Our portfolio includes the UK's only roaming biennial, which takes place in

a new location every edition and an annual commissioning programme, which can take the form of public art, site specific film happenings and cross platform productions.

Bypassing traditional formats and disciplines, our projects are essential and urgent guides to understanding the dynamic and ongoing relationship between audiences, art and technology, often providing multiple, disruptive, and profoundly different worlds to exist in. Audiences are invited to interact with bold ideas, encounter new art-forms and experience art, in the everyday and in unexpected locations.

AND has commissioned 100 new works and has worked with pioneering and award winning artists, which now amounts to over 300 contemporary artists including Aram Bartholl, Eva and Franco Mattes, the award winning Julian Oliver, Brody Condon, Molleindustria, Ubermorgan, HeHe, Andrew Kötting, Matthew Plummer-Fernandez, Heath Bunting, Oreet Ashery, Apichatpong Weerasethakul, Carolee Schneeman, Krzysztof Wodiczko, Gillian Wearing, Phil Collins, Rafael Lozano Hemmer, The Yes Men. Works have toured internationally to Germany, China, Indonesia, USA, Italy, and Australia, as well as across the UK.

AND FESTIVAL 2020

Abandon Normal Devices' festival of new cinema, digital culture and art, and the UK's only roaming digital festival, takes to the water for the 9th edition, exploring the global trade gateway of the Manchester Ship Canal and River Mersey.

AND Festival 2020 will transform waterways, ports and docklands into temporary autonomous creative zones, unfolding along the water's edge at sites in Merseyside and Cheshire (UK).

Opened in 1894, the 36mile long ship canal is an engineering wonder which has traversed the North's industrial heart for 125 years, chronicling our past, present and future industries. AND Festival 2020 will bring into focus global trade industries and infrastructures largely hidden from sight.

Navigating the flows of oil refineries, recycling plants, wind farms and agriculture from these ports to sites across the world, AND will enable prophetic reflections of global trade systems and raise radical perspectives to envisage shared liberatory futures.

AND Festival 2020 will feature 4 days of unusual and unexpected experiences – immersive installations, augmented reality seascapes, virtual environments, floating experiments and immersive field trips – on boats, docks and ports.