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**\\ FESTIVAL OPERATIONS MANAGER**

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

AND Festival 2021.  
  
To apply for the role please submit:

* Complete the online Application Form or email the Application Form ([download word version here](https://static.andfestival.org.uk/app/uploads/2020/11/AND-Job-Application-Form-Communication-Partnership-Manager.docx)) to [jobs@andfestival.org.uk](mailto:jobs@andfestival.org.uk) with **APPLICATION – Festival Operations Manager** as the subject field.
* Complete an [**Equal Opportunities Form**](https://docs.google.com/forms/d/1LY2CeGBu0DAEekyIH6IVQdqObp84iOtuBGEk0SsU4aQ/edit) (submitted anonymously)

**Application Timeline**

The closing date for applications is noon **Thursday 25 March 2021**

Interviews are expected to take place **w/c 29 March 2021**

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 March 2021, please assume that your application has not been successful on this occasion.

**Application Form Guidance**You will be asked to supply the following information:  
- Your current/most recent employer. This can include paid or unpaid work (volunteering,   
 placements, internships, work experience)   
- Up to three other examples of employment (paid or unpaid) that are most relevant to this   
 particular role.   
- Summary of relevant training and development (optional)   
- Statement of skills and experience   
- Details for two referees. These must be individuals that have knowledge of you within a work or   
 learning capacity (paid or unpaid)  
  
Each section has a character limit that is clearly laid out on the application form.

To complete the Skills and Experience statement, please review the job description and person specification and demonstrate in your responses the relevant: Experience; Abilities, Knowledge and Skills; and Personal Attributes you will bring to the role - either directly or with transferable skills from other sectors. AND’s selection panel will be shortlisting based on the person specification.

**Application queries**

If you have any questions about the application process, please contact us at [jobs@andfestival.org.uk](mailto:jobs@andfestival.org.uk) with **Festival Operations Manager** as the subject field.

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

**Fee:** £4500 inclusive of VAT

**Contract:** Freelance contract between April – July 2021

**Location:** Remote working, with optional use of AND Office in central Manchester. Travel to AND Festival sites across Merseyside and Cheshire will be required in the lead up to and during the festival.

**Reports to:** Senior Producer

**Responsible for:** Festival logistics staff

**Working with:** AND Staff & Freelance Contractors, Festival Partners & Venues

The Festival Operations Manager will work closely with the core team on the safe operational and logistical delivery of the festival. The 2021 festival will take place online, with a series of site specific commissions and events 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 and oversee safe festival operations across multiple sites. This will include operations for the production of all pre-recorded and live streamed content for the online programme as well as the site specific commissions. The Operations Manager will work closely with AND’s Senior Producer, Online Producer, Communications and Partnerships Manager and team of freelance producers. The role requires a skilled communicator, ensuring a deep level of partner and contractor engagement; alongside experience of working within outdoor and challenging site-specific locations.

**ROLE & RESPONSIBILITIES**

The Festival Operations Manager will be the main point of contact for operations and logistics in the run up to and during the festival. This will include taking a lead on Health & Safety (H&S), including:

Covid-19 safety for all pre-production and event delivery; event operations including communications, security and stewards; ground transport for staff and artists; festival volunteers, and festival hubs. The Festival Operations Manager has the key responsibility for on-site event safety and compliance, risk management and developing/implementing emergency management procedures.

**Operations**

* Oversee all aspects of festival operations in relation to production of pre-recorded or live streamed content for the online programme as well as site-specific commissions and events
* Ensure all relevant event licences are identified and obtained in a timely manner, liaising with local SAG where required
* Lead on comprehensive event planning for site-specific festival commissions and related events, including staffing (security, stewards, first aid), communications (site communications such as radios) and leading on staff safety briefings
* Oversee allocation of additional event resources for events to ensure Covid-19 safety measures as required
* Work closely with the Programme Assistant to ensure access requirements are implemented for site-specific commissions and events
* Ensure any requirements for staff and volunteer welfare are put in place during production and delivery of festival events including catering, storage of personal belongings and location for rest breaks

**Health & Safety**

* Oversee H&S requirement for all pre-production and site-specific event delivery including Covid-19 safety compliance
* Act as lead Covid Compliance Officer on site at all AND Festival events – ensuring a safe environment for staff and audiences and keeping up to date with the latest government guidance
* Work with freelance producers to ensure all method statements and risk assessments for pre-production and delivery are delivered in a timely manner, support completion where required
* Manage the contracting of suppliers and partners alongside Senior 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, artists, partners, participants and suppliers
* Work with the communications team to ensure clear messaging to staff, participants, partners, suppliers and audiences on any Covid-19 actions required in order to allow safe participation for all
* Undertake all relevant administration including correspondence with staff, artists, venues, partners and suppliers
* Attend programme, partner meetings and site visits as required

**Financial**

* To manage budgets as agreed with the Senior Producer
* Co-ordinate resources and requirements efficiently and within set budgets
* Deliver allocated budgets on target, including regular reports to the Senior 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, environmental sustainability, equal opportunities,   
  volunteering, health & safety, evaluation & monitoring
* Any other duties that are commensurate with the post

**\\ PERSON SPECIFICATION**

We expect successful applicants to be able to demonstrate the following: Key: A = Application Form, I = Interview

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| **Experience** | **Assessed by one or more of:** |
| Experience of working within operations and event production, ideally festivals and public realm projects | **A, I** |
| Experience of managing event Health and Safety and creating risk assessments | **A, I** |
| Experience of managing Covid-19 safe events/operations – ideally with relevant training as a Covid-19 Marshal or Compliance Officer | **A, I** |
| Experience of project management on a similar scale to AND Festival productions | **A, I** |
| Experience of managing teams of event and logistical staff | **A, I** |
| Experience of managing project budgets on target | **A** |
|  |  |
| **Abilities, Knowledge and Skills** |  |
| Ability to assess operational and logistical requirements | **A, I** |
| Ability to self-manage and self-motivate | **A** |
| Attention to detail and ability to work under pressure | **A** |
| Excellent written and oral communication skills | **A, I** |
| Excellent IT skills across platforms and systems; in particular Microsoft Office and project management and collaborative working tools (such as Teamwork, Google Drive, Drobox, Slack) | **A** |
|  |  |
| **Personal Attributes** |  |
| A collaborative approach to working with colleagues | **A, I** |
| Highly organised and able to work to deadlines | **A** |
| Solutions focused approach to work | **A, I** |
| Commitment to widening access to the arts, to diversity and to equality | **A, I** |