

Producer

Freelance Contract October 2010- June 2011

Fee: Circa £18,000

Job Summary

To produce the FutureEverything 2011 Global Festival of Art, Music & Ideas, to make it commercially viable.

FutureEverything is looking for an experienced, dynamic Festival Producer for FutureEverything 2011 Global Festival of Art, Music and Ideas and related commissions and projects.

You will have had a least 3 years experience in producing all elements of a festival. You will be a highly motivated and organised individual with strong financial management and budget control systems. You will have human resource skills and understand all elements of producing a festival from fundraising, business development, programming, commissioning, project management, marketing, production, operational logistics and delivery. You will be proficient at working with staff, artists and clients at all levels. An interest in digital art and music would be an advantage.

FutureEverything is an award winning, world class organisation using mass participation in creativity and social innovation to bring the future into the present. It has a strong global network and international profile, and is recognised around the world for leading pioneering projects and important international debates. It runs year-round digital innovation projects and an annual festival of art, music and ideas. FutureEverything is a not-for-profit 'Community Interest Company' (CIC).

PLEASE NOTE: We are accepting applications by email only. Please do not send a copy by post.

FutureEverything CIC is annually funded by the Arts Council of England

Responsible to: Artistic Director and General Manager
Responsible for: Programme, Marketing and Production team,
Freelance staff, subcontractors, temporary festival
staff and volunteers

KEY ACCOUNTABILITIES

- To contribute, as a member of the management team, to the overall development, planning and operation of the FutureEverything festival.
- In particular to develop, plan and manage the artistic strategies and programmes
- To deputise for the Artistic Director in these areas as appropriate.

SPECIFIC DUTIES

Policy, strategy and planning

- to work, with the Management Team, to devise policies, strategies and long-term plans for approval by the Board and in particular prepare elements of those plans relating to music projects
- to determine, with the Management Team, a viable festival for each year and advise accordingly
- to attend meetings and appropriate sub-committees and prepare reports and papers as required for both FutureEverything and other relevant partners

Devising and planning the festival

- to work with the Artistic Director and Producer to devise and plan the development of festival projects and programmes
- to work in a curatorial role alongside the Artistic Director in the delivery of the festival programme
- to work with the Director, and other partners or advisors as appropriate, to plan festival schedules
- to ensure that the annual festival is commercially viable, of high quality, contributes towards FutureEverything's objectives, is balanced in terms of artform and communities served, and is viable within achievable resources

Delivering the festival programme

- to produce, or assist the Director in producing, national and international festival programme schedule
- to manage the festival budgets and petty cash by working directly with the General Manager
- to implement the company financial systems
- to line manage project staff, volunteers and consultants.
- to recruit and oversee artists and other freelance personnel to produce, direct or manage specific projects
- to assist in targeting of projects, negotiating with partners, venues and funders
- to ensure that all projects and programmes are documented and evaluated
- to liaise with main venues up to the point of agreeing main terms and conditions of venue hire, then handover to Production Manager
- to manage the contracting of venues, artists, suppliers with direction from General Manager

Partnerships

- to help sustain FutureEverything's position within a number of regional, national and international partnerships,
- to create and sustain partnerships with organisations that can offer expertise that complements that of FutureEverything's on programmes and projects
- to sustain and develop partnerships with venues, promoters, artist groups, and organisations
- to represent FutureEverything to (and if appropriate on) external organisations, agencies and committees

Marketing and fundraising

- to ensure the financial viability of specific projects and programmes by assisting with the identification of sales and funding opportunities and the preparation of applications
- to direct with the promotion of specific projects and programmes

Other

- to further the implementation of FutureEverything's equal opportunities policy
- to ensure that your own personal development is maintained in terms of artistic knowledge, managerial and specialist abilities and education

Main Duties and Responsibilities (not necessarily in priority order)

- To produce the FutureEverything festival and related special projects
- To follow research and event production processes and meet key event deadlines
- To carry out telephone and web research into each strand to ensure its commercial viability and that the target delegate and audience number is achievable
- To commission small and large-scale artworks and projects
- To liaise with artists and help them realise their project
- To manage negotiations and contracts
- To compile fundraising proposals and reports in consultation with Festival Director, working with the Business Development Manager to set and achieve fundraising and sponsorship targets.
- To liaise with the Business Development and Sales staff to ensure that sponsorship opportunities are maximised for each event
- To lead festival evaluation process and ensure that all debrief documents and report writing is complete post festival
- To liaise with the Marketing staff to ensure that each event is effectively promoted and publicised using all appropriate channels
- To work with PR agencies and magazine and journal editors where appropriate to use their market knowledge to identify speakers and presentation topics as well as maximise publicity
- To be responsible for writing and proofing all material for web, email and print marketing channels alongside a marketing manager

- To be responsible for managing the budget for the whole festival, liaising with all relevant staff to ensure that budgeted costs are not exceeded
- To liaise with staff to ensure the smooth running of your events
- To build up industry knowledge and a network of contacts for the sector(s) in which you produce festival
- To maintain an awareness of events produced by other Institutions and commercial competitors for the sector(s) in which you produce events
- To undertake duties and projects at the request of the line manager
- To be familiar with the Health and Safety and Fire policies for the organisation and to attend mandatory updates where required

This job description is intended as a general guide to the scope of the contract and may change in line with the needs of the service or at the request of the line manager.

Person Specification

Essential Criteria:

- Educated to degree level with an interest in media and digital art.
- An ability to assimilate complex information quickly
- Excellent verbal and written communication skills
- An ability to work under pressure and to tight deadlines
- Good level of IT literacy
- Financial Management
- Experience in commissioning artworks
- Experience of delivering ambitious projects and in creative use of resources
- Experience of fundraising and of working at the highest level with key strategic partners such as funders, sponsors and Board
- Awareness of equality and diversity issues and legislation
- Experience of working with artists and creative organisations in a local, national and international context
- Knowledge of international contemporary music, media arts and social technologies
- Knowledge of arts funding structure in the UK
- Understanding of marketing, press/PR and audience development
- Experience of database management
- Familiarity with web and software tools
- Knowledge of Manchester as an urban cultural hub

Hours:

This contract is a short-term freelance contract. The standard working week is 37.5 hours. However, the nature of the work means that all staff need to approach their jobs with considerable flexibility in terms of both the times (evening and weekend work will be necessary) and total hours worked. No provision is made for payment to staff of overtime for extra hours. The office opening hours are normally 10am to 6 pm Monday to Friday.

Probation and notice:

The contract is subject to a two-month probationary period and 1 months notice.

Application Requirements

Please send a CV with a cover letter to job12010@futureeverything.org, which responds to the job description and person spec by 20th Sep 2010

Deadline: 27th September 2010