

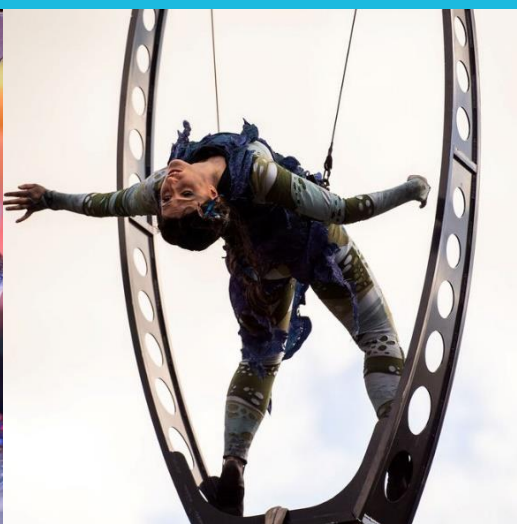
the
arches
worcester

Severn
Arts

CANDIDATE PACK

Producer, The Rising

May 2022





Dear candidate

Thank you for your interest in the role of Producer working with The Arches Worcester Festivals team. As part of The Arches Worcester Festivals programme, Severn Arts is looking to appoint an experienced freelance Producer to oversee all production and event management for The Rising, a week-long event taking place in October 2022 in multiple spaces in Worcester city centre.

We are looking for someone who is dynamic, motivated, and passionate about the arts, with a wide range of experience and expertise, ideally within outdoor arts and urban events.

It is not essential that the appointed person is based full time in Worcester, but you will be required to travel to the city for meetings / site visits / working with colleagues and be present for the full duration of the festival. A working base will be provided by Severn Arts as and when required.

Detailed information about the role and how to apply are contained within this pack.

If you would like any further information, or to chat about the role before applying, please contact me on d.edmunds@severnarts.org.uk to arrange a call.

The closing date for applications is 10 June 2022. Interviews will be held in person the week of the 20 June 2022.

We look forward to hearing from you.

David Edmunds
Festivals Director
The Arches Worcester Festivals
Severn Arts

ABOUT SEVERN ARTS & THE ARCHES WORCESTER FESTIVALS

Severn Arts is an independent arts charity which was formed in June 2018. We provide music education in and out of school; deliver an arts programme on behalf of Worcestershire County Council and coordinate Worcestershire's Cultural Education Partnership (WCEP). Severn Arts is a lead partner in The Arches - Worcester project - a £3m project funded by the Department for Digital, Culture, Media and Sport's (DCMS) Cultural Development Fund, and is the delivery partner for the festivals strand of the project.

The Arches Worcester Festivals produces brand new festivals, showcasing national and international creative talent and supporting local emerging work, placing culture and creativity at the heart of Worcester. The first of the festivals, Light Night Worcester, took place across the city centre in January 2020. In July 2021 Same But Different, our second festival transformed the city and streets of Worcester into something just a little bit different, with fun and playful moments created throughout the week. Since then, the team have delivered a further two Light Night festivals and Atmosphere, a daytime festival designed to spark discussion through a mix of live performances, workshops and events either inspired by the environment or with a clear message about the environment and natural world.

<https://thearchesworcesterfestivals.co.uk/>

Severn Arts' aspiration is to work with international, national and local partners to grow and support an exciting high-quality cultural offer for Worcestershire and to provide an outstanding experience for everyone involved.

<https://www.severnarts.org.uk/>

The Rising

The Rising is a cultural festival aimed at (but not exclusively for) 18 – 30-year-olds living, working and studying in the city and surrounding areas. The festival will run from 10 - 16 October 2022 in a range of spaces in Worcester city centre and will include cultural elements such as tattooing as an art form, gaming, food, music and fashion.

The Arches Festivals team are developing the programme for The Rising with the input and support of The Rising Voice, a small group of 18–30-year-old volunteers, all with an interest in this particular festival. The Producer will be working closely with The Rising Voice and therefore, whilst not essential to the role, experience of working with this age group and volunteers would be beneficial.

DETAILS OF THE POST

We anticipate this role requiring approximately 40 days of work between July and October 2022 with a full-time requirement during the delivery of the event. The fee paid will be based on an agreed day rate (please specify your day rate in your application) to be invoiced at the end of each month.

The Producer will report directly to the Festivals Director and will work closely with the Assistant Producer around the engagement of The Rising Voice in the delivery of the festival.

Services include, but are not limited to:

- Work closely with the Festivals Director to ensure all creative content is delivered to the highest standards of production and is true to the creative vision for the Festival.
- Overall management of the production planning and delivery aspects of the Festival.
- Plan and attend site visits in the weeks and months leading up to the event.
- Ensure install/derig process are sustainably planned.
- Contract and line manage external contractors; including security and medical deployment, and freelance crew needed for the event.
- Scope, support and implement visiting companies' technical and production requirements ensuring their needs are met in the lead up to and during the festival.
- The procurement and hires of any required production equipment.
- Collate any licences, paperwork and documentation for both the Festival and visiting companies.
- Develop a Production Schedule, and liaison with key parties to confirm.
- Liaise with key internal and external stakeholders to bring the event to life, including Worcester City Council, landowners and shopping centres.
- Act as Event Manager for the duration of the event, overseeing installs/derigs, any live elements and associated builds.
- Draw up Event Safety Plans, Risk Assessments and liaise with the local authority including attendance at any SAG meetings, or similar as required.
- Ensure compliance with all relevant legislation, including (but not limited to) The Health & Safety at Work Act, RIDOOR, CDM 2015, PUWER and more.
- Attend and lead weekly check in meetings with the Festivals team in Worcester.
- Coordinate any staff or volunteer briefings with relevant team members.
- Liaise with marketing departments both internal and external to ensure the event is well communicated / publicised.
- Manage the overall delivery budget in liaison with the Festivals Director.

RECRUITMENT PROCESS

To apply please send a CV and a covering letter outlining relevant experience and expertise and stating your proposed day rate. Alternatively, you can send a video of no more than 5 minutes explaining how you meet the requirements of this role. Please send to festivals@severnarts.org.uk by midday on Friday 10 June 2022.

If you would like to chat about the role before applying, please contact David Edmunds, Festivals Director on d.edmunds@severnarts.org.uk to arrange a call.

Severn Arts aims to become an organisation in which people of different backgrounds and cultures strive towards the same goals as equals. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. We are committed to developing a more diverse workforce, widen our perspective and better serve the needs of our community. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently underrepresented in the cultural sector.

Supported using public funding by



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