



Build Production Crew Boss

JOB DETAILS:

Reports to: Festival Production Manager & Assistant Production Manager

Pre-production: 2 days - dates TBC - £130 p/d

On site: 40 days (not including show days) 12th July 2019 - 24th August 2019 - £150 p/d

DUTIES & RESPONSIBILITIES

Pre Production

- Contribute to writing the Master Production Schedule
- Use Master Production Schedule to forecast the crew members time and work flow day to day ensuring that we plan and staff the jobs suitably
- Work with FPM & APM to choose Build Production Crew
- Plan, schedule, request and manage the allocation of tools, PPE, plant, access equipment, vehicles and other procurement needed to cover production crew job list.

On-Site

- Day to day management of the site wide production crew on site.
- Use Master Production Schedule to plan and delegating tasks for the production crew day to day, managing the daily schedule and work flow.
- Be aware of crew welfare and moral whilst at work, manage their individual workload and schedule breaks within the team, ensure all crew are working safely and happily.
- To attend daily management meetings at 07:30 and 18:30 with rest of production and site management teams to relay daily progress and action plan for next day.
- Work with the H&S team, Production managers, Build Production Office Manager, and the crew on the ground to ensure safe planning and implementation of build method statements to ensure we plan and facilitate safe working practices. (Starting with a set of generic rams, but creating bespoke rams for unusual jobs. E.g. The in-situ 'Take 5 RAs')
- To be available on-call for response over the show weekend.

- Wherever possible, try to maintain a distance from the physical tasks so that your role stays largely managerial

Post Show

- Produce a written de-brief after the event