



COMPANY DESCRIPTION

Boomtown Fair is an organisation that prides itself on its unrivalled artistic output, cutting edge style and cultural content. Founded in 2009, by active Directors, Lak Mitchell and Chris Rutherford, the organisation is a living theatre, a world renowned immersive experience that ignites the imagination and inspires the emergence of a better world through creativity, connection and celebration.

Headquartered in the heart of Bristol, Boomtown Fair is an annual five-day camping festival held at the Matterley Estate (Nr. Winchester, Hampshire) in the rolling hills of the South Downs National Park. For more than a decade, the organisation has prided itself on offering its audience extraordinary experiences through the programming of Theatre, visual arts, mind-bending set designs, a multitude of music styles and site-specific performances and events.

Charity, Education and Awareness is an integral part of the ethos of Boomtown Fair with the festival using its platform and position as a major influencer and a driving force in changing ways that festivals are run and operated. In 2019, the last year the festival was able to run due to the subsequent global pandemic that struck, the organisation took large steps by partnering with Tree Sisters, a global network of women passionate about achieving restoration of our tropical forests, to plant a tree for every attendee of its Festival that year (c.60,000 trees).

Boomtown is committed to Diversity, Equity & Inclusion (DEI) and is an advocate for social change. We support and value an inclusive culture that is centred around respect and .. are focussed on equality for all and are proactively looking for ways to improve representation and inclusion within our staff, our events and the talent and entertainment provided to our ticket holders. Whilst education and qualifications can be helpful and we do see value in this, we are also welcome to applicants with a proven working history regardless of qualifications.

ROLE DESCRIPTION

Boomtown Fair has a need for an experienced Creative Producer to lead the production of its creative channels. This is an upcoming vacancy that will form part of the senior management team within Boomtown and hold overall responsibility for delivering all aspects of the festival's creative production including its theatre, music, set & stage build and technical production;

This will include:

- Working with the Creative Director and other key creatives in the business to define the vision
- Attending Heads of Department meetings which focus on operational strategy
- Always having one eye on the future and how the story / production for the event can evolve



- Budget responsibility for the creative departments and liaising with the relevant Heads of Departments who will manage these budgets.
- Ongoing development of all current festival procedures alongside other senior managers
- Project managing various projects from concept through to reality in pursuit of delivering the event
- Keeping the senior leadership team up to date on progress being made, risks faced and working effectively with a management team peer group to overcome issues and potential barriers to the events success

KEY SKILLS AND EXPERIENCE

You will be a highly experienced, driven events professional who has an appetite and ambition for growing in themselves and developing and pushing forward the core boomtown vision.

You will own your work whilst working effectively with your management team peers, developing strong relationships with the three teams responsible for the shows entire creative production; theatre, music and production.

Alongside exceptional people skills, this role requires you to be very well-organised. You must be able to balance being able to see the vision of the festival in your mind's eye while managing the detail of delivering a show that draws people into a whole other world for five days each year.

You will have excellent communication skills, be able to manage the flow of communication with the senior leadership team and the Creative Director, other Heads of department and your own teams.

Multi-tasking is a fundamental part of this role and as such, should not be overlooked, this role requires a steady hand on a vast amount of critical elements of the festival's creative production to ensure the business can always exceed its citizens expectations.

You will be highly skilled in Excel and other Microsoft / Google suite tools, experienced in Sketchup and/ or VectorWorks and/ or CAD, and have a working knowledge and understanding of rigging and scaffolding structures.

This job is not for the faint hearted. We are looking for someone who is ambitious, creative and wants to leave their mark on the world through delivery of something truly spectacular.

RESPONSIBILITIES

PRODUCTION

- Ultimate budget responsibility
- Support the Head of Production in all aspects of production delivery
- Ensure that the creative vision is being met through the production design



- Liaison with other heads of department to ensure communication flow and decision making is considered.
- Ensure that appropriate delivery requirements are being put in place
- Involvement in closing major contractor contracts alongside Head of Production

THEATRE

- Ultimate budget responsibility
- Assisting the Head of Theatre to define and document their creative vision, sideshow and micro venue plans
- Providing general support relating to content and technical support where appropriate or required
- Helping ensure the Theatre budget remains aligned with all other budgets
- Support within the site design and layout taking into account all other departments
- Ensure there is the correct balance of micro venues across site
- Ensure that the correct procedures are in place for fire safety in micro venues

MUSIC

- Ultimate budget responsibility
- Be the link that aligns music programming to the creative vision and operational production of the event
- Understand the music strategy and support its development, in line with the vision and values, alongside the lead programmers
- Support the music office targets around diversity, equality and emerging talent within the music programme
- Alongside other Heads of Depts. have an understanding of the required capacities for key acts

OTHER DEPARTMENTS (Site, Operations, Comms, Commercial)

- Ensure that all cross-departmental details align with the creative vision and are well informed and consulted as plans develop through the year
- Receive information and distribute through your team

WHY WORK FOR BOOMTOWN FAIR

- A cutting-edge event that is viewed globally as a leader in its field
- Opportunity to be a lead part of something that is genuinely trying to make a difference in the world
- A flexible work environment that develops its people, empowers and encourages teams to use initiative and act responsibly
- Be part of a team of enthusiastic, like-minded people who deliver a unique, interactive and otherworldly weekend for 10's of thousands of people every year

VALUES



- **Respect;** yourself, each other, the planet
- **Integrity;** do what you say you will, and to the best of your ability

OTHER BENEFITS

- Wonderful co-workers/ work culture
- Fun offices near Bristol city
- Work away trips. Previously this has included; away days, glamping and trips to Disney world
- On-site restaurant and other great food options nearby
- Environmentally conscious team, always looking for new/better ways to lower our carbon footprint
- Family and friends tickets to events and venue
- Bike to work scheme

POST DETAILS:

The Creative Producer role is a critical member of the senior management team within Boomtown. As such, the person holding this position is responsible for setting an example to the wider business in their attitudes to work, living our values and behaving in a manner befitting of a leader.

The role is generally head office based (Bristol), 32 hours per week over 4 days, however, as with all positions within Boomtown, the role is required to live and work on site at the festival in Winchester for 4/5 week in July / Aug where longer working hours are required and duties outside of the Creative Producer role will be expected to be performed.

SALARY: Negotiable on experience

START DATE: 1st November 2021

HOLIDAY: 20 days plus Bank Holidays + Birthday (based on full-time employment)