



BOOMTOWN

JOB DESCRIPTION

Role: Site Procurement Manager
Reports to: Site Manager

Location: Boomtown HQ, Bristol

COMPANY VISION

A living theatre that ignites imagination and inspires the emergence of a better world through **respect, connection, creativity and celebration.**

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 founders and to this day active Directors, Lak Mitchell and Chris Rutherford, the organisation sets about giving people the world's best, most immersive, independent arts festival – a place that inspires people to go forward and create positive societal change.

Headquartered in the heart of Bristol, Boomtown Fair is an annual five-day music festival held at the Matterley Estate (Nr. Winchester, Hampshire) in the rolling hills of the South Down National Park. For more than a decade, the organisation has prided itself on offering its audience extraordinary experiences through the programming of 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 now viewed as a major influencer in sustainability and a driving force in changing ways that festivals are run and operated. In 2019, the organisation took unprecedented 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). This is just one example of the numerous charities and partnerships the festival and company engages with frequently to influence positive change in the world.

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
- Enjoy a flexible working environment that encourages people to use initiative and grow in their role
- You share our enthusiasm and ideals for delivering something spectacular and in doing so, striving to make the world a better place

SITE PROCUREMENT MANAGER - ROLE DESCRIPTION



BOOMTOWN

Boomtown Fair has a need for an experienced Site Procurement Manager to lead on the infrastructure procurement and departmental communication on one of the most innovative and creative festival's in the world.

This position works with the Site Manager to ensure all the site planning is in place including contractors, crew and infrastructure; it requires someone with strong communication skills who keeps everything on track and under control.

You will be responsible for running the infrastructure master spreadsheet which all departments input into as well as managing the associated budget lines. There are ongoing changes and updates to the infrastructure and, for example, we often have over 10 marquee contractors, so ensuring the information/communication flow is good with departments and contractors is key.

The role also oversees the systems in place for the likes of plant keys, site crew sign in, channel lists, IT requirements etc. so efficient knowledge of spreadsheet formatting is critical.

General responsibilities include:

- Budget & contract management
- Interdepartmental liaison
- Excellent administrative skills
- Extensive knowledge of site infrastructure from radios & IT to tents, cabins & plant
- Experienced in running efficient operations and systems
- Contractor liaison across all site aspects
- Onsite staff management
- An understanding of a highly complex creative environment
- Keeping the Site Manager up to date on progress being made and risks faced

KEY SKILLS AND EXPERIENCE

You will be a highly experienced, driven events professional who has substantial experience of site operations on large scale music festivals and an appetite and ambition for delivering one of the most mind blowing events the world has on offer today. You will own your work, work effectively with your management team peers and develop strong relationships with your immediate team and the wider Boomtown site team (up to 100 managers and crew onsite).

Alongside exceptional people skills, this role requires you to be exceptionally well-organised and have substantial understanding of the key infrastructure contracts. You must be able to balance being able to see the vision of the festival in your mind's eye with management of the minute detail of delivering a show that draws people into a whole other world for five days each year. You will have excellent communication skills and multitasking 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 production to ensure the business can always exceed its citizens expectations.

IT experience required:

- 2D vectorworks experience helpful
- Google Workspace
- Asana

VALUES



BOOMTOWN

- **Respect Yourself:** In a world that can make us doubt our own worth, we want to provide a space for self-empowerment and freedom of expression.
- **Respect Each Other:** In a world that is deeply scarred by the open wounds of racism and prejudice, we want people of all backgrounds, beliefs, ages, gender identities, sexual orientations, abilities and races to know that you belong and are safe in our city.
- **Respect the Planet:** In a world that is burning, we call on our collective humanity to come together to find solutions and care for nature, as she cares for us.
- **Creativity:** In a world where conformity is valued over creativity, we want to provide a platform that nurtures artistic freedom and pushes the boundaries of creative expression.
- **Connection:** In a world where digital connection so often replaces physical connection, we cherish the depth of togetherness that comes from the gatherings of humans.
- **Celebration:** In a world that can so often feel overloaded with negativity, we want to celebrate the very best this beautiful planet and all humanity can achieve, in one almighty party where everyone's welcome!

POST DETAILS:

The Site Manager role is a critical member of the 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 based at our head office in Bristol:

- 4 days a week
- 49 days based on site in Winchester over the festival period (estimated 11th July – 30th August but subject to build/break schedule).

The role is required to live and work on site at the festival in Winchester for during the weeks where longer working hours are required and duties outside of the Site Manager role will be expected to be performed.

RATES: Negotiable depending on experience

CONTRACT: Freelance

START DATE: January 2022 or earlier if possible