



BOOMTOWN

CHAPTER ONE: THE GATHERING

JOB DESCRIPTION

Role:	Production Coordinator - Street Venues
Reports to:	Creative Producer
Primary Location:	Boomtown Festival HQ, Bristol
No of days:	Total number of days 126 (22 site days) January - October
Rate:	Dependant on experience

CONTEXT:

BoomTown Fair is an organisation that prides itself on its unrivalled artistic output, cutting edge style and cultural content. It endeavours to offer audiences extraordinary experiences through the programming of theatre, visual arts, mind-bending set design, a multitude of music styles and site specific performances and events.

ROLE SUMMARY:

The role of the Street Venues Production Coordinator (SVPC) is to manage the operations, production, marketing and creative of the street venues, windows & hatches. The CPM will collate the infra & procurement requests for all of the above and feed into the relevant departments e.g. site, production etc.

The SVPC will also offer support to the Creative Production team; mainly collating documents, data entry into Festival Pro and assisting with meals and tickets.

The main areas of work will be to collate and arrange a range of documents and data from venues and theatrical teams throughout the year by the given deadlines.

PRE-EVENT PRODUCTION

- Schedule meetings with all Street Venues
- Create POs for venues
- Sending out checklist and deadline to venues and managing
- Setting up Venues production on Festival Pro (training will be provided)
- Collating and uploading venue bios and theatrical collectives to website
- Working with venues to collate procurement lists
- Entering procurement requests to Site dept
- Collating ticket and meal requests and entering into ticket system
- Collating H&S documents
- Collating noise documents and inputting data into FP
- Confirming venue open and closing times
- Producing the “Venues - H&S and Noise Management Specs” document for the NMP
- Collating venue and theatrical copy and images for programme
- Assisting in preparing information packs for onsite managers
- Preparing shot list for photographers and onsite filming
- Adding venue recharges to POs
- Creating staff briefs for onsite roles

On Site

- Theatrical office set up
- Acting as office manager until theatrical office managers start
- Mark out venues, tents & infrastructure booked in by creative production & theatrical team.
- On comms should production information be needed

- Attend briefing with Zone Managers (new role names tbc) to speak about the role and the handover paperwork that is provided for them regarding the street venues and side shows
- Arrange walkthroughs with relevant on site staff
- Be on hand to assist on site staff through build and break
- Attend as many venues as possible and report

Post event

- Send each venue feedback from the festival with pictures
- Collate feedback from venues, inputting into central feedback form
- Continuing with venue recharges and final budgets
- Collating de-brief documents from the district coordinators