



THEATRE ROYAL  
WINCHESTER

## Hat Fair Production & Event Manager - PERSON SPECIFICATION

**JOB TITLE:** Hat Fair Production & Event Manager

**REPORTS TO:** Hat Fair Director

**DIRECT REPORTS:** Freelance Staff including technical and stalls managers freelance crew, medical, security and Health and safety contractors.

**WORKS CLOSELY WITH:** Hat Fair Coordinator, Engagement Producer, Head of Creative Learning, Young Theatre Royal Leader, Operations Director and Marketing and Development team

**CONTRACT:** December 2018 – August 2019, freelance or fixed term P/T with flexible working and travel required

**BASE:** Theatre Royal Winchester

### **JOB PURPOSE**

**FEE:** £10,000 plus VAT if required

To take responsibility for coordinating the event production and site management elements of the Hat Fair Festival. To manage the safe delivery of the festival and all associated administrative processes including Event Management Plan, and operational activity for Hat Fair 2019 (5th – 7th July), working closely with the Hat Fair Director and Coordinator. Key elements of the role include budget management, artist and venue liaison, identifying and ordering technical equipment, and creating production schedules. This role takes the lead on licencing, the Safety Advisory Group and liaison with responsible bodies including those associated with compliance requirements for the festival.

### **KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:**

#### **Essential**

- At least five years' experience working as an Event/Production Manager in significant Outdoor Arts events.
- Strong and up to date awareness and experience of health and safety considerations for outdoor events
- Experience of managing and delivering multi-site projects
- Genuine interest in and enthusiasm for Outdoor Arts and community engagement work
- Experience of hiring and managing freelance staff and project teams
- Excellent people and communication skills – in person and in writing
- Ability to work with strategic partnerships and collaborations
- Ability to plan clearly with demonstrably strong project and financial management skills
- Ability to work under pressure and prioritise competing short- and long-term objectives
- A commitment to equality and inclusion
- Full driving licence

#### **Desirable**

- Knowledge of Outdoor Arts, Community Engagement and the wider performing arts sector
- Experience of parades, site-specific and installation work.
- Experience of managing city centre events
- Experience of touring theatre productions.
- Experience of working with young people, students and volunteers.
- Experience of working in cross- cultural contexts
- The ability to develop personal respect with and influence colleagues, artists, partners, policy makers and stake holders
- Experience and understanding of child protection/safeguarding
- Understanding of the legal requirements of a charitable organisation

## JOB DESCRIPTION

### **PRINCIPAL RESPONSIBILITIES**

#### **Production and Event Management for Hat Fair**

- Lead on all aspects of production and event management for the Hat Fair 2019 festival (both advance and during).
- Oversee all work and activities relating to the safe delivery of the festival on site for the entirety of Production Week (i.e. Monday 1<sup>st</sup> July – Monday 8<sup>th</sup> July 2019 inclusive for Hat Fair 2019).
- Manage the festival production infrastructure budget in consultation with the Hat Fair Director. Any expenditure that might take the overall spend above the agreed production infrastructure budget must be agreed in advance in writing by the Hat Fair Director.
- Create a central production schedule that includes all performance sites for dispersal to team members and contractors.
- Agree an event site layout in consultation with the Hat Fair Director and Coordinator and create an agreed site map to scale for reproducing up to A1 size and for sharing with the event management team and emergency services as necessary.
- Create an up to date Event Management Plan (EMP) for Hat Fair in consultation with the Hat Fair Director and Hat Fair Coordinator, ensuring it is in line with Hat Fair's policies on waste management, environmental sustainability, Creative Case for Diversity, Equal Opportunities Action Plan, Health & Safety, Child Protection and other relevant policies.
- Lead on post-event production wrap-up and returns practicalities.
- Attend a de-brief meeting with the Hat Fair Director and Hat Fair Coordinator within 2 months of the end of the event.

#### **Liaison**

- Attend and actively contribute to all production and Safety Advisory Group (SAG) meetings and ensure the festival meets all safety regulations.
- Act as lead point of contact for artists' logistical and production requirements prior to and during the event.
- Act as lead point of contact with festival venues, landowners and local authorities for logistical and production requirements prior to and during the event - including ground issues such as water, grass cutting and related issues.
- Act as a key point of contact for relevant stakeholders in the city, including Winchester City Council, consulting with the Hat Fair Director and Coordinator as necessary.

#### **Infrastructure**

- Determine and source technical equipment necessary for the delivery of the festival according to programme and artist requirements, environmental sustainability concerns, and in line with the festival budget provided by the Director.
- Procure and facilitate suppliers and contractors as necessary - including infrastructure such as marquees, toilets, fencing and services such as security, medical, waste and health and safety.
- Coordinate the recording of environmental data in line with Arts Council England reporting requirements for Julie's Bicycle, with a focus on: waste, travel, fuel. Ensure information provide at end of festival to Hat Fair Director.

#### **Contractors and Staffing**

- Source and manage Area Managers to oversee each location that has programmed activity.
- Source and manage (with the Hat Fair Coordinator) a production office team.
- In conjunction with the team, deliver inductions and briefings for all event team members, including volunteers, contractors and staff (induction evenings).

- Ensure that venues and crew are well looked-after, safe and communicated with and that detailed plans for each performance are reflected in the production schedule, area manager packs and Event Management Plan.
- Liaise closely with the Stalls Manager and Volunteers Manager – including providing training and leading on briefings for festival volunteers.
- Undertake briefings for festival staff and contractors working in the event prior to the start of the festival, to include information on emergencies, lost persons, code words etc.
- Source and contract security and first aid services for the festival.

### **Profile and Publicity**

- Support the development of Hat Fair and Live Theatre Winchester Trust's national/international profile and its national/international reach
- Support the organisation's marketing team to help profile and publicise Hat Fair activities and projects over production week regarding signage
- Advocate for the organisation's work
- Work within the brand and style guidelines of the Live Theatre Winchester Trust at all times

### **Other**

- Take a proactive approach to fulfilling our responsibilities around inclusion and diversity, ensuring that the programmes operate in line with our organisational commitment to the creative case for diversity.
- Actively support and champion the values and aspirations of The Live Theatre Winchester Trust and adhere to organisational policies and procedures
- Attend meetings as deemed necessary
- Undertake any related tasks as requested by Hat Fair Director and the Board.

Please note that regular production meetings throughout the contracted period and festival production week are based in Winchester. Other work can be undertaken remotely by agreement with the Hat Fair Director.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.



*Photos by Adrienne Photography*

Live Theatre Winchester Trust (LTWT) is an arts and educational charity comprising of Theatre Royal Winchester, Hat Fair, and a range of community engagement programmes and activities

Theatre Royal Winchester is a beautiful 400 seat venue, rich in history but fully attuned to the 21st century. We present a dynamic programme of the highest quality drama, music, dance, comedy, children's theatre and pantomime. Situated at the cultural heart of the city of Winchester we are committed to bringing our audiences the best work, as well as supporting artists and performers.

In 2014 Theatre Royal Winchester celebrated its centenary. With its Edwardian-style auditorium and contemporary refurbishments, it is considered by many to be one of the most beautiful theatres in the south of England and is the only surviving cine-variety theatre in the country.

We present up to 200 performances per year and welcome over 70,000 visitors through our doors. In addition, over 300 young people per week from around the district participate in workshops, youth theatre and dance.

Winchester Hat Fair, one of the country's most longstanding and exciting annual international Outdoor Arts festivals, is also part of Live Theatre Winchester Trust. Its aim is to shine a light on the city, transforming the everyday into the extraordinary. The 2018 festival achieved record attendances of over 79,000.

Initially conceived as a busking festival, Hat Fair takes its name from the tradition of the audience showing their appreciation by putting money in the hat at the end of the show. Founded in 1974 by Jonathan Kay, Hat Fair inspires and is inspired by the people, heritage and public spaces within the city of Winchester.

The main festival takes place over the first weekend of July each year. It is free to attend and attracts approximately 60,000 visitors each year to enjoy a programme of national and international work.

In 2013 Hat Fair became part of Live Theatre Winchester Trust. Bringing together a historic theatre and an outdoor arts programme in creative collaboration has allowed us to develop our artistic ambitions relishing the opportunities this presents for encouraging talent and championing quality arts.

With the introduction in 2015 of our site-specific Christmas festival, Woolly Hat Fair (Currently being planned on a biennial basis) our vision now encompasses a year-round programme of cultural celebration around the city and beyond.