

## FLATPACK PROJECTS

### Festival Producer

#### Job Description

Hours: Freelance, 45 days between November 2017 - May 2018

Fee: £100 per day

Closing date: 9am Monday 13th November, interviews Thursday 16th November

Start date: 27th November

#### Background

*"The most imaginative and eclectically satisfying film festival in the Midlands."*

Birmingham Wire

*"Working with the Flatpack team to deliver the festival was an incredible experience. I was able to see how a small team of hardworking and motivated individuals could bring together a series of films, exhibitions, and workshops to result in a diverse programme that appealed to both cinephiles and the casual viewer. The atmosphere this created brought so many different types of people together, which I think is one of the highest achievements of any arts organisation, and the Flatpack team managed it with a sense of humour and integrity."*

Previous employee

We make great things happen by mixing film and other forms, by illuminating place and by bringing people together We inspire others, and help ideas to grow.

Having grown from putting on small pop-up film nights in pubs to producing a festival attracting 14,000 visitors, Flatpack Projects is a nationally respected organisation which delivers a host of year-round projects and events alongside our annual festival. The twelfth edition of our festival takes place across Birmingham between 13-22 April 2018.

#### The Role

The Festival Producer will work with a core team of 12 to coordinate the delivery of the festival. This role will report to the Operations Manager and take responsibility for task managing the project assistant.

[WWW.FLATPACKFESTIVAL.ORG.UK](http://WWW.FLATPACKFESTIVAL.ORG.UK)

### **Key responsibilities**

- Oversee the population of the programme database
- Create the team schedule for the festival
- Coordinate and liaise with venues before and during the festival
- Ensure licenses and risk assessments for all venues and events are in place
- Manage the production part of the festival budget
- Work with the Volunteer Coordinator to ensure appropriate staffing levels at all events and feed into volunteer training
- Take responsibility for dressing the hub and ensuring the space is welcoming and fit for purpose
- Oversee the clear down after the festival and coordinate removals
- Event management during the festival
- Create and disseminate venue packs
- General problem solving during the festival

### **Experience & Skills**

- Event management or production, ideally in the arts and/or festival setting
- Risk assessment and license application writing
- Proficient in excel
- Excellent communication skills
- Budget Management

**To apply, please email a CV and covering letter to our Operations Manager Abbe Elliston at [abbe@flatpackfestival.org.uk](mailto:abbe@flatpackfestival.org.uk)**