

# STANLEY ARTS

## Site and Production Manager

The Carnival of Invention is a one day community street festival produced by Stanley Arts. It will feature family workshop activities, street art, live performances, a community feast and a go cart race.

### Dates:

22nd August 10am - 12pm Production Meetings, Stanley Arts

5th September 10am - 12pm Production Meetings, Stanley Arts

10th September, 7am - 7.30pm: Event, Station Road, Norwood Junction

Fee: £450

### Role & Responsibilities:

#### Construction & Breakdown

- Liaise with event organisers, prepare the site and unload from the van.
- Manage the construction of structures including gazebos, stage, tables and chairs efficiently and to set deadlines.
- Sign off the site in accordance with specifications and H&S documentation.
- Provide electrical access to artists and secure any wires with matting.
- Sign off electrical equipment to be used by artists prior to its use.
- Manage the dismantling of all structures, equipment and furniture before loading into the event van and clearing the site.
- Ensure all electrical supply points are locked prior to departure.

#### During the Event

- Remain as the main point of contact on-site for the event organisers.
- Deliver overall responsibility for the smooth running of the event.
- Oversee site access for emergency services.
- Linemanage the technical team which consist of a technical manager, a technical assistant, a crew member and a stage manager.
- Manage the efficient removal of tables and chairs from the feast to the event van.
- Manage the set up of cones for the go cart race and sign off go cart course prior to rehearsals and race.
- Inspect the go carts prior to rehearsal and race to ensure safety.
- Prepare the site and crew for the breakdown.

## Requirements

- Due to the leadership and organisational skills required for this work, applicants must detail relevant experience if they want to be considered
- You must be comfortable organising, managing and delegating to the whole team on-site
- Please state what licences, if any, you hold: driving, towing etc.
- You work in a team so it is imperative that you have strong interpersonal skills and are a team player
- You need to provide your own PPE including steel toe-capped footwear and hi-vis
- It is understood the role is that of an independent contractor and an employee. You should have your own Public Liability Insurance policy and be able to evidence this.

To apply please send your CV and a brief one page covering letter to [inventingsouthnorwood@stanleyarts.org](mailto:inventingsouthnorwood@stanleyarts.org) by Thursday 10th August, 09:00.