

FREELANCER, EVENT PRODUCTION MANAGER - Regional Virtual & Physical

“There has never been a more important time to bring the creative industries together to do what we do best, to innovate and redefine our future.”

We are seeking a Production Manager for our annual Creative Coalition festival which takes place in Q1 of 2022. [Creative Coalition](#) is a 3-day festival conference made up of keynote speakers, panel discussions, workshops and a multitude of cultural and informative sessions. Last year's speakers included Director & Screenwriter **Sir Steve McQueen**, Director of Creative Diversity at the **BBC June Sarpong**, **Ruby Wax**, **Connie Huq**, **Jefferson Hack**, **George The Poet**.

The role will be working to support the Head of Festival & Sponsorship and as part of a larger vibrant collaborative team, delivering innovative, creative, technical projects for a variety of prestigious clients both in live and hybrid/virtual environments.

You must be highly organised with impeccable attention to detail, self-motivated and a need to be in control! You will be confident dealing with both colleagues, sponsors and partners at a senior level and not afraid to chase up with people when required in order to keep to deadlines.

CONTRACT: Must be available to start end November 2021, fixed term until mid-February 2022.

FEE: up to £200* per day, up to 15 days per month

LOCATION: UK WIDE REMOTE, on-site requirement on event days

TO APPLY: Email a cover note and CV along with your daily fee to recruitment@creativeindustriesfederation.com by midday on 17th November 2021. **inclusive of any applicable VAT*

SERVICES:

- Support the Head of Festival with end to end event delivery of Creative Coalition Festival 2022. Including full production management in the lead up and event operations management across the 3 days (virtual with physical regional events).
- Manage and direct all stage managers with drafted contingency plans for late speakers / unforeseen tech glitches.
- Creation of master call sheets, oversee production of speaker / performer call sheets.
- Managing technical requirements for virtual and live events.
- Manage Hopin set-up & co-ordinating briefings / tech run throughs with Brand and Content Manager.
- Manage partner & presenter communications, liaising on session content co-ordination, ensuring everything comes in on deadline.
- Oversee completion and collation of all briefing materials for each session participant including sound and stream tests.
- Suggesting for any interactive technologies / event procedures that can enhance engagement, inputting these into proposals with costings.
- For physical networking events, provide logistical support and coordination of all involved services (venues, accommodation, transportation, restaurants, transfers, audio-visuals...).
- Co-ordinate with Bristol team to arrange on-site requirements for Creative Coalition team during event.
- Producing speaker and staff risk assessment and be responsible for maintaining a safe and healthy event working environment and adhering to event best practices,
- Any other duties within the department, where necessary.

The candidate:

- Demonstrable experience working in digital / hybrid and live event management with an astute technical aptitude.
- An excellent communicator: able to build relationships and work well with stakeholders
- Good working Practice of Office365 applications, including MSTeams, PowerPoint and Excel.
- Presentation editing knowledge on both PowerPoint and Keynote is preferred.
- Working knowledge of Hopin (training can be provided) and Zoom, Webex, On24 and other video communications platforms

*Diversity Changes Everything: We value difference and celebrate the creativity that it brings.
We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds,
perspectives, identities and talents.*