



## **Fierce Festival Production Coordinator Job Pack**

Fierce are seeking an experienced Production Coordinator to deliver on the practical side of the festival, liaising with artists, producers, venues and technical teams to achieve a smooth-running event.

### **Working Culture**

We want all Fierce employees to feel comfortable and able to be themselves at work. Our working culture is built on Fierce's core values of Trust, Joy, Disruption and Rigour. As the Fierce team grows it is important to us that we maintain a caring working environment. Our working culture is fluid and all team members have agency to influence it. [Read more about our working culture here.](#)

We are committed to being an inclusive workplace where all employees feel able to be their whole selves, free of (micro)aggression. Particularly, in this moment, we highlight our commitment to anti-racism and trans rights. We are available to talk to anyone who wants more information about this, particularly if it may make them feel more comfortable in applying to work at Fierce. [You can read more about our work in this area and how we are holding ourselves accountable here.](#)

From our programme to our working culture, we aim to be as accessible and inclusive as possible. We are committed to making application processes as accessible as possible and are happy to provide information in alternative formats and answer any other questions you may have regarding this opportunity. We actively encourage and welcome access documents.

To arrange a phone call or video call to discuss Fierce's work around anti-racism, trans rights, or to confidentially discuss access requirements, or request information in alternative formats, please contact our General Manager, Catherine Groom at [catherine@wearefierce.org](mailto:catherine@wearefierce.org)

With this round of recruitment, we will implement the Rooney Rule meaning that we will offer interviews to all candidates who meet the basic eligibility criteria who are Black, from the African Diaspora, from the South, East and South East Asian Diaspora, who are ethnically diverse and who experience racism. Therefore, our interview panels will be representative of a spectrum of protected characteristics.

### **Terms and Conditions**

**Fee:** £5600 (*This is a freelance role with a set fee, the person appointed will be responsible for paying their own tax and NI contributions.*) based on approximately 35 days at £160 a day.

**Period of work:** The role will begin in June 2022 at 1 day/week; 2 days/week from August; the week preceding and week of the festival will be full time and the role will end following the completion of the get-outs and other returns, completing by 31<sup>st</sup> October 2022.



It is expected the role will be 35 days in total with flexibility in the earlier months to fit these around other commitments. The festival takes place from the 10 – 16<sup>th</sup> October 2022.

**Location:** The role will be based at the Fierce office in the Jewellery Quarter, the Production Coordinator will be required to attend meetings around the region and during the week of the festival they will need to be on-site at venues throughout.

**Responsible to:** Executive Producer

**About the Role:**

- Act as liaison between artists and venues; ensure detailed tech specs are collected for every performance and work with venues and the Festival Production Manager to make sure everything is achievable, finding solutions and compromises where necessary.
- Work with artists to source props and materials needed for their performances.
- Work with artists to ensure thorough risk assessments are carried out for all performances and everything is done to mitigate risks so as to make performances safe.
- Collect detailed information about performances and venues, including public spaces.
- Work with the festival team to create a detailed schedule for festival week ensuring all artists are supported, props and materials both supplied by Fierce and freighted to Birmingham are where they need to be at the appropriate times.
- Work throughout the festival week to support artists, venues and the Festival Production Manager to deliver a smooth festival.
- Plan and manage the get-out process for all artists and venues including making sure all Fierce belongings are returned to the office and borrowed items are returned to their rightful owners in the condition they were lent to us, as well as onward freight for artist belongings where necessary.
- Undertake any other tasks as may reasonably be required in relation to the project.

**About You:**

<b>Essential</b>	<b>Desirable</b>
Experience of working on a festival or equivalent in a similar capacity.	Experience of working with Birmingham and West Midlands venues and knowledge of venue staff and practices.
Experience of liaising with artists, venues and technical teams to facilitate events.	First Aid at Work qualification.
Experience of writing risk assessments.	Experience of working with Live Art practices.
Understanding of technical requirements for events.	
Attention to detail.	
Ability to problem solve under pressure and remain solution-focussed	



Excellent organisation skills with the ability to prioritise and manage workload.	
Enthusiasm and willingness to get 'stuck in' and take initiative.	
Ability to work collaboratively as part of a small team with a 'can do' attitude.	
Driving license and access to own vehicle.	
Be open-minded, respectful and inclusive of ideas	

You do not need a degree to apply for this role.

**How to apply:**

Please submit the following to [catherine@wearefierce.org](mailto:catherine@wearefierce.org) by 9 am on Monday 23<sup>rd</sup> May:

- an up-to-date CV
- a covering letter of no longer than one side of A4 or video/voice note of no longer than three minutes, detailing your experience and suitability for the role
- the Equal Opportunities Monitoring Form

You must submit all three to be eligible for the role.

If you've never written a Covering Letter before or need a few tips, [you can read our advice here.](#)

We will not penalise applications that are a few minutes late but please be respectful of other applicants by not submitting applications hours or even days later.

**Interviews:**

Interviews will be held on Wednesday 25<sup>th</sup> May. We will let you know by the end of the day on Monday 23<sup>rd</sup> May if you have been invited to interview.

We will let you know when we invite you to interview who will be on the panel and will send out copies of all interview questions in advance.

Interviews will be held at the Fierce office in the Jewellery Quarter, Birmingham.