

Job Description

Production Manager

Open City Documentary Festival

Dates: w/c 2nd of August – 16th of September

4 days/week to begin, then full time from 6th of September (including full festival dates), with 2 days wrap up after the festival.

Fee: £3,720 (£120/day for 31 days)

Location: London and remote working

Reports to: Festival Producer

Responsible for: Volunteers Coordinator, Venue Coordinators, Box Office Coordinator

About us

Open City Documentary Festival celebrates the art of non-fiction, creating an open space in London to nurture and champion the art of creative documentary and non-fiction filmmakers. The festival sits within the Department of Anthropology at UCL.

The eleventh edition of the festival will take place from the **8th - 14th September 2021**.

Main purpose of the job:

The Production Manager will be responsible for overseeing the production of the festival hub, including building and de-rigging the space. They will act as the Venue Manager at the festival hub ensuring the smooth running of the building.

Additional details:

The working days will be 4 days/week to begin, then full time the 6th of September (including full festival dates), with 2 days wrap up after the festival.

The position holder must be available to work the full dates of the festival 8th -14th of September, including the weekend. Flexible working hours will be required during the festival dates.

The position holder will need to be registered as self-employed and may need to provide their own laptop.

Duties and responsibilities:

- Oversee production of the Festival Hub (China Exchange) - rigging and derigging the space including event spaces, social space, box office, bar and Delegate Centre.
- Create and manage inventory of all items required at the Festival Hub and check-lists for the wider team for set-up and de-rig.
- Act as Venue Manager at the Festival Hub for the duration of the festival ensuring smooth running of the building, updating inventory, managing deliveries and liaising with venue staff as required.
- Manage production design and signage for Festival Hub in collaboration with the wider team.
- Liaise with sponsors for delivery of in-kind stock and work with the Marketing Manager / Producer to ensure all partnership commitments are fulfilled.
- Hire and manage external Venue Coordinators and Box Office Coordinator including a pre-festival briefing.
- Manage Volunteers Coordinator and provide all information needed for scheduling volunteers.
- Produce daily schedules, call sheets and contact lists for team members.
- Produce procedure sheets for all events and circulate venue packages with external venues.
- Work with the Technical Manager to plan logistics, team schedules and requirements for all events.
- Manage logistics for the festival, including risk assessments, insurance and deliveries.
- Organise a pre-festival briefing for full festival team.
- Oversee audience feedback process.

- Manage production budget and provide all relevant information for accounting on production-related activities.
- Oversee daily social events at Festival Hub including directing volunteers.
- Manage Venue Coordinators each day, troubleshooting any issues raised by the Venue Coordination team.
- Working with Festival Producer, ensure the smooth delivery of festival parties and social events.
- Manage daily production meetings with the wider team.
- Write evaluation/debrief report and thank you emails, and tidy-up paperwork in the week after festival.
- Act as an ambassador for Open City Documentary Festival at all events attended.
- Any other duties that are within the scope, spirit and purpose of the job, as requested by the festival team.

Person Specification

Essential Criteria:

- Experience working on large scale events or festivals in a production capacity, ideally within a film, arts, or cultural setting.
- Demonstrated ability to manage staff and lead a team.
- Strong attention to detail and a proactive approach to checking the accuracy of information.
- Excellent administrative and organisational skills and proven ability to plan, prioritize and manage a varied workload.
- Proven ability to anticipate issues and adjust approaches where necessary.
- Experience in creating schedules and identifying areas where additional support is needed.
- Experience of monitoring and delivering a budget

As part of London's Global University, we know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong. We therefore particularly encourage applications from candidates currently underrepresented in UCL's workforce and within the cultural sector. These include people from Black, Asian and ethnic minority backgrounds, disabled people and LGBTQ+ people.



To apply please email a CV and covering letter addressing how you meet the essential criteria (no more than 500 words) to info@opencitylondon.com with the subject line “Production Manager Application”.

Applications close at 11:59pm on Monday the 21st of June. Interviews will be held w/c 5th of July.