

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 UK Festival which takes place in Q1 of 2023. [Creative UK Festival](#) is a 3-day festival conference made up of keynote speakers, panel discussions, workshops and a multitude of cultural and informative sessions. Past speakers and performers have included Jed Mercurio OBE, Ruby Wax OBE, George the Poet, Rt Hon Nadine Dorries MP, and Sir Steve McQueen

The role will be working to support the Festival Director 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 circa mid-Sept 2022, fixed term until end-February 2022.

FEE: up to £200 (inclusive of any applicable VAT) per day, up to 60 days in total

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

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by 30th August midday. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference between 2nd – 9th September 2022

** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

SERVICES:

- **PROJECT MANAGEMENT PLAN**
 - Support the Festival Director with end to end event delivery of Creative UK Festival 2023. Including full production management in the lead up and event operations management across the 3 days of the event (virtual with physical regional events).
 - Manage and direct the editorial team, production team, and marketing team on the project management plan, with drafted contingency planning.
 - Design and manage the project management schedule, budget, and delivery plan on Asana.

- **SYSTEMS AND PROCESSES**
 - Design and implement a system for information capture and processing from speakers, sponsors, and session producers.
 - Lead the communication between the marketing team and editorial team to ensure information and assets are updated to the website, and delivered to the press team, partners, and producers in an agreed process.
 - Manage partner & presenter communications, liaising on session content co-ordination, ensuring everything comes in on deadline.

- **EVENT DELIVERY**

- Coordinate the Hopin technical leads to design, prepare and build the virtual event platform. Manage all technical requirements for the virtual event including setting up and coordinating briefings/tech run throughs.
- Coordinate and manage the in-person opening gala of the festival
- Creation of master call sheets, oversee production of speaker / performer call sheets.
- 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 UK Festival 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 project managing a digital / hybrid and live event 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 other video communications platforms
- Experience using Asana project management tool
- Experience with complex budgets

*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.*