



# Collective Act / Festival UK\* 2022

## Producer (Technical)

We are looking for a highly resourceful Producer (Technical) to support the delivery of the technical elements of one of the major commissions for Festival UK\* 2022, a collection of large-scale public engagement projects.

<https://www.festival2022.uk/>

Our team is developing an immersive experience exploring the wonder of the human mind through architecture, neuroscience, technology, light and sound. It brings together spatial designers, scientists, artists and technologists, and includes Turner Prize winning collective Assemble, scientists and philosophers from the Universities of Sussex and Glasgow, Grammy-nominated composer Jon Hopkins along with a sound designer, digital producer, technologist and director.

The Producer (Technical) will work closely with the Technical Director to plan and deliver the technical elements of the Festival project, working alongside the wider creative team and directly with multiple suppliers. The role will have specific responsibility supporting the development, production and presentation of the technical elements of the project, both online and live across the four nations of the UK.

The successful candidate will be highly adaptable, self-motivated with exceptional attention to detail, and with demonstrable experience in delivering interdisciplinary collaborative projects of significant scale. We are looking for a highly committed team player to hold a central role producing this major public project, supporting the creative team to achieve their ambitious goals and realise the full scale and potential of the programme. You will be skilled in working with a multitude of technologies/platforms, with the ability to hold sight of the bigger picture. You'll ideally have a working knowledge of immersive/ entertainment industry systems and technologies, with excellent problem-solving and critical thinking skills.

A new company, Collective Act has been established to produce the project. Collective Act is committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background. If you have any questions about our working environment please get in touch.

**Contract:** The contract is fixed term until 31 October 2022. It is however the intention to seek future presenters for the project elsewhere in the UK and around the world, and if this is successful, the contract may be extended.

**Application deadline:** 5pm on Wed 22<sup>nd</sup> September

**Interview date:** First interviews on Mon 4<sup>th</sup> October. Second interviews on Wed 6<sup>th</sup> October.

**How to apply:** Please read the information in the job description and person specification below and submit a covering letter stating your interest in the contract, along with a detailed CV, two references and a completed Equality and Diversity Monitoring Form.

If you require this information in an alternative format and/or would like to apply for this role in an alternative format, for example via video if you are a BSL user, please get in touch to arrange this at [hello@collectiveact.co.uk](mailto:hello@collectiveact.co.uk) or 07719 344544.

**Panellists & Selection Process:** Collective Act is committed to representation of both male and female identifying panellists at each interview and representation of a panellist who identifies as a person of colour or a person of the global majority at each interview.

This recruitment process addresses the Social Model for Disability and the Cultural Model of Deafness. Collective Act is committed to hosting an interview environment free of attitudinal, physical and communication barriers. If you require this information in an alternative format, please contact: [hello@collectiveact.co.uk](mailto:hello@collectiveact.co.uk)

## Job Description

Job Title	Producer (Technical)
Reports to	Technical Director
Salary	£37,500 – £40,000 Full Time, depending on experience
Term	Fixed Term until 31 October 2022

## Job Outline

Collective Act is seeking to engage a Producer (Technical) to support the production of the live elements of a major interdisciplinary work commissioned by Festival UK\* 2022, a collection of large-scale public engagement projects.

<https://www.festival2022.uk/>

Collective Act is a new company set up under its Director [Jennifer Crook](#) to lead the project team, comprising Spatial Designers [Assemble](#), , Composer [Jon Hopkins](#), Technical Director [Dev Joshi](#), Sound Designer [Christopher Shutt](#), Digital Producer Michelle Feuerlicht, the [Centre for Consciousness Science](#) at the University of Sussex and the [Centre for the Study of Perceptual Experience](#) at the University of Glasgow.

Festival UK\* 2022 will take place between spring and autumn 2022, presenting ten open, original, optimistic, large-scale and extraordinary acts of public engagement that will showcase the UK's creativity and innovation to the world. A new company is currently being established to develop and deliver one of the ten ambitious projects that have been commissioned by the Festival, with a project budget in excess of £5 million. The company will create and present an immersive experience exploring the wonder of the human mind through architecture, neuroscience, technology, light and sound.

The Producer (Technical) will be based in the team's London office (Hackney), but may also work from their own workspace and elsewhere as the project may require. The Producer will report to the Technical Director, and will work closely with the staff, partners, contractors and stakeholders of the company, including Festival UK\* 2022.

## Background

Festival UK\* 2022 will take place across England, Northern Ireland, Scotland and Wales. It will deliver a programme of ground-breaking new commissions with the ambition of reaching millions; bringing people together and promoting the UK's creativity to the world. Ten creative projects have been selected following an extensive R&D programme and rigorous assessment process to form the Festival's commissioned programme.

Led by Chief Creative Officer, Martin Green CBE, a new organisation Festival 2022 Ltd has been established in Birmingham to curate, manage and promote the Festival; working with strategic delivery bodies within each nation to devise, deliver and commission the programme. The Festival will demonstrate the important role that creativity plays in our lives, as well as providing unforgettable experiences. This investment comes at a time of need for sectors impacted by the global pandemic and will support the creation of work and jobs.

### **Purpose of Role**

The Producer (Technical) will work closely with the Technical Director, Dev Joshi, to plan and deliver the technical elements of the Festival project across the four nations of the UK, working closely alongside the wider creative team.

Reports to:                    Technical Director

Works with:                 Producing team, Creative Team, Technical Team, Audiences team,  
Presenting Partners, Delivery Partners and suppliers, Festival UK\*2022.

## **Key Responsibilities**

The key responsibilities of the Producer (Technical) are:

### **Producing and Production:**

- Support the Technical Director holding the strategic producing oversight of the technical elements of the Festival project for planning and delivery;
- Support the production planning for all project R&D, prototyping where necessary to establish proof of concept - working with suppliers and agencies as appropriate;
- Oversee the development and operation of user testing and focus groups for project development.
- Support the integration and holistic operation of all technical elements of the project into the wider Live Experience, working with the wider Project Team to ensure a joined up approach in line with the creative vision;
- Develop project delivery plans, planning documents, processes and scenarios, working closely with the Technical Director and producing/production team;
- Develop presenting models and touring plans to support the technical roll out and UK wide delivery of the project;
- Ensure efficient planning, working and communications across the production team, Partners and Suppliers to deliver the projects on time, to budget, and to a high quality;
- Troubleshoot production and logistical challenges, flagging issues to the Technical Director as necessary, working with the wider team to resolve;
- Ensure that all project activity is carried out to the highest possible standard and that any events, programmes and activities are in full compliance of Health & Safety requirements.
- Support integration of technology into the Live Experience working closely with Technical Director and the appointed suppliers / agencies.

### **Contracting and Commissioning:**

- Research and identify suppliers, collaborators and platforms for the development and presentation of the Company's projects;
- Support the contractual negotiations with Suppliers, Delivery and Presenting Partners working with other team members as appropriate; helping to secure agreements that are fair and robust, and ensuring the project objectives and presentation conditions are met;
- Monitor the relevant contractual specifics for each presentation and ensure that contract templates, supplier agreements and procurement processes and procedures are followed appropriately;
- Support the Technical Director with the production of technical briefs, contracts and key deliverables;
- Consult with relevant external agencies, managing relationships with stakeholders as required;

- Support the team with regular reporting with Festival UK\* 2022, preparing and submitting reports, creative presentations, briefing materials as required.

### **Financial:**

- Support the Technical Director in the development of the department's project plans, budgets and cashflow;
- Manage approved delegated budgets to ensure that:
  - expenditure is minimised within agreed budgets without loss of quality within the organisation's financial controls;
  - regular tracking of creative and production related expenditure and expenses;
  - monthly department management accounts and cash-flow reports can be produced, with regular tracking of project budgets;
  - expenditure and sourcing policies and procedures are adhered to;
  - invoices and receipts are submitted in a timely manner.

### **Operational and Resourcing:**

- Monitor and report on progress against project milestones, deliverables, timelines and evaluation criteria, updating the risk register as required with the Technical Director;
- Secure external project permissions and ensure access requirements are complied with;
- Support the H&S planning, permissions and presentation of live activity, working with third parties as appropriate, including safety officers, advisors and structural engineers;
- Utilise and update project communication platforms and databases.
- Help to maintain a positive, flexible and collaborative working culture, ensuring all team members have the resources and information required to support their role.

### **Evaluation and Reporting:**

- Support the Technical Director in overseeing the rigorous evaluation of the organisation's projects in order to guide its development and report on its achievements;
- Support the keeping of all project documentation and archival material;
- Represent and advocate for the organisation and its projects appropriately to stakeholders, the culture sector and partners;
- Deputise for the Technical Director as required.

### **General Operations:**

- Utilise and update internal project communication platforms and databases.
- Update the Asset Management Register and inventory to identify any goods purchased or intended to be purchased that exceed a value of the £5,000 asset capitalisation threshold;

- Support the Production team with the monitoring and condition of relevant equipment; arranging for the repair and replacement within budgetary constraints, ensuring preventive maintenance where possible;
- Champion representation, accessibility and inclusion across all project activities.

**General:**

- To operate in accordance with Collective Act's practices, policies and procedures including diversity and inclusion, safeguarding, employment, health and safety and equal opportunities.
- To take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives.
- To attend weekly / regular staff meetings, report on relevant areas of work and disseminate information as required.
- To maintain a commitment to training and professional development.
- To be an advocate and effective representative of Collective Act, including at external events.
- To have the ability to work evenings and weekends, for which TOIL (time of in lieu) will be given.
- To act as a keyholder as appropriate and required.

**Flexibility:**

In order to ensure the effective running of the office a degree of flexibility will be needed by the post holder as they may be required to undertake tasks not specifically referred to above. Such duties however will fall within the scope of the job and this job description will be reviewed regularly to ensure it accurately reflects the tasks and responsibilities of this role.

## **Person Specification:**

The Producer(Technical) will be highly adaptable, self-motivated with exceptional attention to detail, and with demonstrable experience in delivering interdisciplinary collaborative and technical projects of significant scale. We are looking for an excellent team player who is friendly, adaptable and will relish the challenge of supporting this ambitious programme.

The successful candidate will demonstrate the following attributes:

### Essential:

- Experience of delivering interdisciplinary projects of similar nature, quality and ambition
- Working knowledge of immersive/ entertainment industry systems and technologies
- Experience of integrating technology into large scale live and immersive/digital experiences with a hybrid approach
- Proven track record of working with artists and creative partners in the development of new work
- Understanding of production risk management and H&S approaches and procedures
- On the ground experience of managing live events or installations, working with production and technical teams
- The ability to understand and anticipate the financial and logistical needs of producing and presenting a complex and ambitious programme
- Experience of sourcing, contracting and managing technical services and suppliers, ensuring their work meets the brief and is delivering on creative and audience needs
- A collaborative approach, with strong interpersonal and persuasion skills to build excellent working relationships with colleagues, partners and stakeholders
- Resilient while working under pressure, with a creative and highly flexible approach to resolving challenges and identifying solutions
- Strong, demonstrable ability to look ahead, plan, mitigate and manage risks, identify priorities and delegate
- Excellent financial management skills
- Highly organised, with excellent attention to detail – with a particular focus on production values
- Commitment to equality of access and opportunity, able to support the cultivation of an inclusive and representative organisation and broader creative sector
- Commitment to the project and the work of the new organisation and to exploring new, interdisciplinary work
- Up-to-date knowledge of, and strong networks within, the arts/technology sector in the UK

Desirable:

- Experience of producing and managing major multi-site and/or touring immersive works for large audiences
- Experience of successfully overseeing complex production budgets of over £0.5million
- Understanding of data protection laws and regulations
- Demonstrable experience of front of house / show operations for events, festivals or venue based live events.

## **ADDITIONAL INFORMATION**

### **TERMS**

**Contract type:** The contract is fixed term until 31 October 2022 when Festival UK\* 2022 closes. It is however the intention to seek future presenters for the project elsewhere in the UK and around the world, and if this is successful, the contract may be extended.

The successful candidate will be on probation for 8 weeks.

The successful candidate will have the right to work in the UK.

We are open to applications from candidates seeking to work flexibly, for example for caring responsibilities and/or part-time.

**Salary:** £37,500 – £40,000 per annum, depending on experience.

**Annual Leave:** The annual leave allowance is 25 days per annum plus public holidays.

**Pension:** The organisation will make a contribution to the employee's pension with the workplace pension provider of 5% of salary provided the employee makes a contribution of 3% of salary.

**Location:** A desk will provided at the project workspace in Hackney, London and the successful candidate will be required to work from the office, subject to COVID regulations and advice in place at any time. The cost of any travel to and from the office or any other of the project's workspaces will not be reimbursed.

Normal office hours of work are Monday – Friday 09:30 – 17:30 with an hour's break for lunch.

**Selection:** The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your application gives a full but concise description of the nature, extent and level of the responsibilities you have held. The short listing criteria are detailed under the personal specification. Please ensure that in your application you address each of the areas that are to be assessed.

**Access:**

All D/deaf and/or disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview.

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

If you consider yourself to be D/deaf and/or have a disability and would like your application to be considered under this access scheme, please note this in your covering letter.

Candidates with disabilities and/or who are D/deaf are not obliged to disclose this information at the time of application.

Shortlisted candidates will be asked about their access needs at the point they are invited for interview. Successful candidates will be asked their access needs, including the allocation of any budget or mentoring support, at the time of appointment.

## HOW TO APPLY

**Please send your application via email to Interim Executive Director Nigel Hinds at [hello@collectiveact.co.uk](mailto:hello@collectiveact.co.uk) by 5pm Wed 22<sup>nd</sup> September**

Shortlisted candidates will be notified by Wed 29<sup>th</sup> September.

First Interviews for shortlisted candidates will be held on Mon 4<sup>th</sup> October.

Second Interviews Wed 6<sup>th</sup> October.

**Your application** should include:

- a covering letter outlining your experience, your interest in the role and how you meet the person specification (no more than 2 sides of A4);
- a detailed CV;
- references/referees' details from two current/former employers;
- a completed Equality and Diversity Monitoring Form, submitted as an online form via this link: <https://forms.gle/oene8xM2W3HirYvs8> .

Please note we will only accept digital applications - hard copies will not be considered.

The information you supply on the Application Form is kept securely and will remain confidential. With the exception of the successful candidate, we will not retain this or any other personal information beyond the duration of the application process

Collective Act is committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background. If you have any questions about our working environment please get in touch.