

COVENTRY CITY OF CULTURE TRUST GREEN FUTURES PRODUCTION MANAGER

Reports to Claire Manley, Production Manager

Role: Green Futures Production Manager
Salary: £28,000 to £32,000 per annum dependent on experience
Timescales: Role to commence A.S.A.P. from May 2021, to be delivered on a fixed-term contract until end of May 2022.

CONTEXT

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

ABOUT GREEN FUTURES

National Lottery Heritage Fund is supporting an ambitious series of cultural programmes which explore the city and wider county's wildlife, natural heritage and landscape, uncovering the story of its 'hidden nature'. Working with a diverse range of community, nature and heritage partners and places from the Coventry Canal with Canal & River Trust, or the new Heritage Park with Warwickshire Wildlife Trust and Historic Coventry Trust to a growing space at Foleshill Supermarket or the Sherbourne Allotment with The Pod.

**COVENTRY CITY OF CULTURE TRUST
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP
WWW.COVENTRY2021.CO.UK**

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

JOB DESCRIPTION

The Trust is looking to appoint a Green Futures Production Manager, managed by Claire Manley, Production Manager and embedded within the Green Futures programme team. This role will focus on event safety, operational logistics, permissions, production and licensing for the programme providing where appropriate, lighter touch guidance and advice to our network of delivery partners. This role will provide direct leadership and delivery across these areas for key projects in line with the Trust's event planning framework in place. This would include the collation and completion of key event documents such as the Production schedule, Event Safety Management Plan, Access Audit and Risk and Environmental Impact Assessments.

The Green Futures Production Manager will provide a day-to-day point of contact for the Green Futures team and support the Production Manager to ensure their overview of the programme is maintained, resources maximised, and internal production processes and procedures are followed and maintained in line with Trust policy and relevant licensing and legislation.

THE ROLE

It is envisaged that the Green Futures Production Manager will provide direct production delivery to some projects, support others and work with the Production Manager and Producers to maintain a floverview of the programme.

The scope of this role may flex depending on the successful candidate and the production capacity / experience within our partnerships and programme scope.

Procurement

- Overview of programme procurement and management of event suppliers
- Collate and procure required event infrastructure on time and in budget; including but not limited to barrier, cabins, toilets, access to power and water etc.
- Relevant due diligence checks carried out on all suppliers and contractors. All contracted suppliers will provide copies of RAMS and relevant insurance certificates (PLI, ELI and PII)
- Working with the Production Manager, ensure contractor compliance with legal obligations which may include but are not limited to: - Construction Design Management (CDM) Fire Safety, LOLER, Manual Handling Operations and Working at Height Regulations
- To work within the Trust procurement procedures and Green Code

H&S

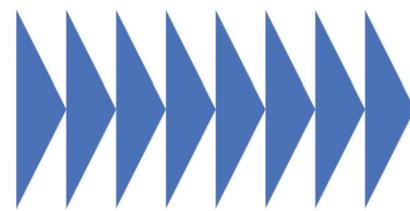
- Development of risk assessments for project activity
- Completion and/or collation of key event safety and planning documents including Event Plans and production schedules
- Attend relevant operational safety groups including SEPG and SAG as appropriate
- Working alongside the Lead Producer oversee safe and efficient build & break phases

Production Management

- To work with the creative team to scope and cost the ambitions of the project from a production and event management perspective
- To present costs of any builds, hire, equipment etc. associated to delivery



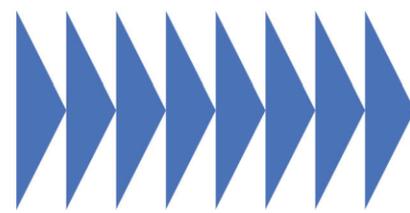
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- Identifying and reporting on all relevant licenses and permissions associated to each project
- Site surveys and site selection including identifying feasibility and infrastructure requirements. This should feed into an Impact Assessment considering the sites and impacts on the immediate area from an ecological, environmental, and social perspective
- Support creation of and maintain production timelines and schedules working with the Production Manager and lead Producer
- On site management or production support as required during build, show and break
- Promote sustainable working practices in line with the green code and environmental sustainability policy
- For key projects, managing or overseeing all production elements and ensuring they are produced to specified standard, deadline & budget
- Consider any impacts on the environment and biodiversity on chosen sites to ensure infrastructure responds sensitively from a creative and production perspective
- Working with the Project Manager and Producer, identify and source office and other production related space requirements
- Working with the Marketing & Communications Team, lead on planning and deployment of event signage, to include all statutory, back of house and public facing signage requirements
- Possibility of Bronze command on site at live events
- Identifying production crew and event staffing requirements including the potential for volunteering via the City Host Volunteering programme
- Looking after elements of rehearsals such as sourcing appropriate infrastructure & venues

General Programme Administration and Support

- Responsible to coordinate safety, security, and site reports from live event sites informing Production Manager through end of day reports
- Working with delivery teams, monitor usage of sites and proactively protect natural habitats and spaces, avoid damage to any sacred space, wildlife, or environment
- Monitor and collate accessibility practices across each project, reporting to Production Manager
- Attend Programme Team meetings to ensure effective working and communication to maximise resources available and internal event systems
- Coordinate the production budget effectively to ensure accurate and transparent financial reports in line with Trust requirements. The budget should include a 5-10% contingency for access requirements and monitoring of carbon offsetting
- Main place of work is flexible. Temporary production offices will be set up for the delivery of projects. Day-to-day work can be completed from home and in the Green Futures Team Office in Coventry
- Work with the Production and Programme team to ensure contract information is shared for key freelance and/or other technical staffing/organisations
- Actively engage with the organisation's vision and mission and strategies regarding artistic ambition, equal opportunities, diversity and accessibility, participation and engagement, environment and sustainability and evaluation and monitoring



- To be aware of, and undertake to comply with and to help develop, the Trust's policies and procedures including, but not limited to, GDPR, Health and Safety, Safeguarding and Diversity and Equality and Inclusion Policies

PERSON SPECIFICATION

- This role offers fantastic flexibility and opportunities for development; therefore, we will accept applications from individuals wishing to take the next step in their career or develop their existing skills base
- Experience of outdoor events, heritage or community projects
- Hold an interest in sustainability and environmental practice or issues
- Good working knowledge of event health and safety
- Experience of overseeing sites which include temporary electrical power, portable toilets, and temporary structures
- Flexible approach to working hours, comfortable with day, evening, weekend and bank holiday working hours when needed
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload and confident to ask for help when needed
- Accustomed to working in busy team structure, with experience of working with multiple partners with competing demands
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes
- Attributes of diplomacy, confidentiality, respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry.

GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

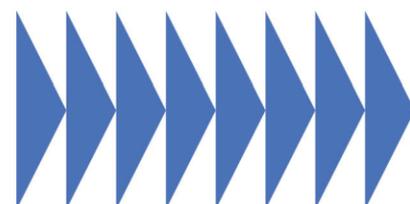
We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

We are committed to being an Equal Opportunities Employer for all roles and contracts; we welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation, or age. If you are unsure about applying, please talk with us about any concerns you might have.

The Trust will undertake to meet reasonable adjustments as required and will support with making specific access requirements requests via [Access To Work](#).



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This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications. Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs

Applications should be sent to recruitment@coventry2021.co.uk

TIMETABLE

Advertised – Thursday 29th April 2021

Deadline for submissions – Friday 14th May 2021, 12noon

Interviews – w/c 17th May 2021

Salary: £28,000 – £32,000 per annum, dependent on experience

TERMS AND CONDITIONS

- This is a fixed term post until May 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening and weekend work. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite. However, given current government guidelines all Trust employees are currently homeworking. The successful candidate will be welcomed into the Trust and supported through a remote onboarding process

- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract.
- The candidate's contract of employment with the Trust does not come into force until the first day of work.

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk



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