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PRODUCTION / TECHNICAL MANAGER JOB DESCRIPTION

Role: Technical Production Manager

Contract: Fixed Term on self employed bases

Duration: April 2016 to September 2016

Reporting to: CEO & Artistic Director

The position of Universal Arts Production / Technical Manager is a senior managerial situation within the structure of Universal Arts Festival Ltd. Excellent interpersonal skills are required in dealing with management of performing companies and artists. Quick problem solving ability is essential.

Purpose

To lead, create and manage the technical assets of Universal Arts Festival Ltd. during the Edinburgh Fringe Festival.

Primary purpose will be to deliver, in conjunction with the Operations and Producing teams, all production and technical aspects of Universal Arts' 2016 Edinburgh Festival Fringe programme. The ideal candidate will have a minimum of three years experience of technical and production management of theatre and events, knowledge of the Edinburgh Fringe, as well as a proven commitment to the performing arts. They will have the ability to self-organise, be a confident communicator, and hold a full driver's licence.

Job Description

The successful candidate will be employed to carry out Production / Technical Managerial duties any other reasonable duties as requested before, during and after the 2016 Festival Fringe. The job will require part time work from 1 April until 8 July and then full-time from 11 July to 2 September 2016. The final paperwork has to be delivered by the end of September 2016.

The main role is assume overall responsibility for technical and site management of Universal Arts Festival venues including liaising with performing companies regarding all technical issues, engaging and managing technical staff, designing and building theatres in New Town Theatre, hiring technical equipment, liaising with all suppliers, technically running New Town Theatre and supervising all other technical activities of Universal Arts during the Edinburgh Festival Fringe. The job also requires finance management of all technical hire.

The remuneration for the engagement will be £4,000 plus appreciation bonus after the Festival. As this is a temporary contract of employment on a self-employed basis, there is no entitlement to any paid leave during this period.

Key Duties

- Support and develop the ethos and brand of Universal Arts
- Provide a link to, and supervise the work of the technical departments and technical services provided within Universal Arts
- Supervise and maintain a high standard of service in New Town Theatre, Hill Street Theatre and any other venues run by Universal Arts

Main Responsibilities

- I. To assume overall responsibility for technical and site management of the New Town Theatre and George Street Event including:
 1. designing theatre stages
 2. selecting, engaging and managing technical staff
 3. ordering and stocking equipment
 4. liaising with performing companies regarding all technical and safety issues
- II. To assume overall responsibility for the Health and Safety during building the venue, performances, rehearsals and any other technical work connected with the festival and to ensure effective and safe working practices at all times
- III. To ensure all required documentation is in place including event safety manuals and appropriate risk assessments
- IV. To manage an agreed production budget
- V. To liaise with statutory authorities to ensure then necessary technical, site and production specifications are in place
- VI. To develop and procure the technical infrastructure required for quickly daily get in and strike of all productions within the venue
- VII. To carry out any other duties commensurate with the role, as required by the CEO and Artistic Director
- VIII. To act as an advocate and representative for Universal Arts and its projects

To apply for this position, send a **Statement** in support, including relevant experience + the names and contact details of **two references** + you **CV**.

Applications should be sent to Guy Byron at Universal Arts by before 12noon on 15th of March 2016.

Guy Byron (Operations / producer) 0131 4780195 byron@universal-arts.co.uk