

# PRODUCTION ROLES

## Site Crew

**Role Description:** This role involves setting up the event and then taking everything down after it has finished. You will be helping to build stages and setting up zones and marquees.

**Responsibilities:** It will involve loading and unloading vans, fixing sculptures, making signs, installing stages and artwork, moving trackway, guiding large vehicles on and off site, moving equipment across site and through crowds, relaying messages, checking safety of anything we have put together, driving the gator, using ladders making cups of tea, installing (and taking down) hedges fencing). The post is varied and interesting with challenges along the way. No two days will be the same!

**Skills and Qualities:** Someone who is willing to work as part of a team and get involved in all aspects of site crew. Someone hands on with making things would be ideal (maybe experimenting with sculpture or product design), as this will probably involve cutting wood, painting, drilling. Being able to think outside of the box and problem solving is essential.

## Stage Assistants

**Role Description:** You will work closely with the Stage Manager to support them to deliver the show to time.

**Responsibilities:** Your duties will include loading equipment to and from the stage as required. Under the direction of the stage manager help with the set up and take down and change over's as required.

**Skills and Qualities:** You will have experience either working on or around a stage/band or playing an instrument. You will have physical stamina and a good sense of humour!

## Crew Assistants

**Role Description:** To work as closely with the event production managers to ensure all aspects of staging prior to and on event day run as smoothly as possible.

**Responsibilities:** Your duties may include moving stage equipment, fetching and carrying 'set' or tools to help keeping the stage operating smoothly.

**Skills and Qualities:** You will need to be fit and able to handle physical work, be helpful and cheerful. You will need to be able to work well under pressure and think on your feet in a pressurised environment.

## Hospitality and VIP Production Assistant

**Role Description:** To ensure that, alongside the Production Manager, hospitality provision is delivered successfully to bands VIP and VVIP where appropriate.

**Responsibilities:** These will include working with the VIP and Hospitality Manager to ensure all riders are correct and all dressing rooms are managed effectively. You will also need to support the VIP hospitality to ensure this is provided at Village Beach. All issues of health and safety must also be reported to the Production Manager immediately.

**Skills and Qualities:** Friendly, not star struck, resilient, professional and a team player

NUMBERS: 2

## Touring Artist / Workshop Production Assistants

**Role Description:** The Workshop Production Assistant will work closely with the Touring Artists and Workshop Manager to ensure artists performances run to times stated in the event programme.

**Responsibilities:** In this role you will ensure that all the appropriate needs are met to support the delivery of the touring artists and the workshops. You will work closely with the Touring Artists and Workshop Manager to support the requirements of both the artists and Village Beach. You will ensure any issues regarding health and safety are reported immediately.

**Skills and Qualities:** An interested in the Arts, a people person, organised, reliable and have a 'can-do' attitude

## Production Office / Artist Liaison Assistants

**Role Description:** In this role you will work closely with the Event Production Office Manager to ensure that all production needs are met and managed well during the event.

**Responsibilities:** Working closely with the Event Production Office Manager you will act as a representative to the event including greeting bands to ensure they are passed successfully across to the stage teams. You will act as artist liaison where required and make sure any issues regarding health and safety are reported to a manager immediately. This includes ensuring artists are liaised with on show day and cleaning the dressing rooms, helping artists adhere to running times and other tasks as directed on the day.

**Skills and Qualities:** You will be organised, calm, responsible and IT literate.

## **Crew Welfare Production Assistant**

**Role Description:** In this role you will work closely with the Event Production Office Manager and Production Manager to ensure the welfare of the crew at all times.

**Responsibilities:** In this pastoral role you will ensure that the crew have all the resources they need to work to the best of their ability. This will include making sure that food and drink is available to the crew at regular intervals. Obviously depending on the weather this will require common sense judgement. Help the Production Manager rota regular breaks and rest periods where possible for all the crew. Report any issues of health and safety to a manager immediately.

**Skills and Qualities:** You will be caring, pastoral, kind and responsible.