

Otherplace Productions Ltd

Otherplace Lofts,  
11 Jew Street,  
Brighton,  
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[www.otherplacebrighton.co.uk](http://www.otherplacebrighton.co.uk)



## ASSISTANT PRODUCTION MANAGER

### Job Description

Brighton Fringe is the biggest open access, mixed arts event in England and this year will run from **5 May – 4 June 2017**.

Otherplace is one of the largest operators in the Fringe and this year will transform the green behind St Peter's Church on York Place into Brighton Fringe's largest festival site - The Warren - consisting of 4 performance spaces, 2 festival bars, food stalls and a bustling Market Town.

Otherplace are looking for highly-motivated and professional staff to join our busy team for the 2017 festival.

### Responsibilities

- To attend project meetings for planning
- To support the Production Manager and be responsible for elements of the get-in, technical process and get-out of the site and all venues
- To ensure that each venue runs on time
- To ensure the smooth running of all systems throughout the festival and to organise the resolving of issues where necessary
- To ensure the working health and safety policy is adhered to by all staff and all visiting companies
- To liaise with the Venues Manager & Duty Management team where necessary about all aspects of the venue, and to help them to deal with any issues that occur in a timely manner
- To represent the company in a professional, polite and efficient manner at all times, across all Otherplace venues
- To be a point of contact for all visiting companies and artists regarding technical issues
- To organise the production of accurate show reports
- Any other duties as may reasonably be required.

## **Person Specification**

### Essential:

- Experience of production management in a festival environment
- Good understanding of lighting, sound and staging systems
- Excellent time management and ability to prioritise tasks effectively
- The ability to work independently and to deadline
- Excellent problem solving skills
- Experience of leading a technical team
- A flexible and positive attitude
- A good knowledge of industry-wide health and safety practices
- Strong inter-personal skills.

### Desirable:

- Local to Brighton & Hove
- A full clean Driving License and willingness to drive a van.

Fee: £1,950 inclusive

Key Dates: 21 April – Load-in  
4 May – Site opens to public  
4 June – Site closes  
9 June – End of Load-out

To apply, please send your CV and a short email detailing why you are interested in the position and what you think you will be able to bring to the team.

Please include the job title you are applying for in the subject field.

**DEADLINE FOR APPLICATIONS: Friday 3 February 2017**

Please note that applicants must be available for interview between 15 – 24 February 2017 (dates TBC).

EMAIL TO: [jobs@otherplacebrighton.co.uk](mailto:jobs@otherplacebrighton.co.uk)