

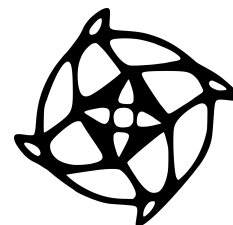
**Beltane Fire Society Ltd.**

16 East Cromwell St,

Edinburgh, EH6 6HD

[coordinator@beltane.org](mailto:coordinator@beltane.org) | [www.Beltane.org](http://www.Beltane.org)

Registered charity in Scotland: SC040137 Company number: SC341753



## Production and Site Coordinator Post

**Job Title:** Production and Site Coordinator

**Location:** Home working plus in-person meetings in Leith (North Edinburgh) and festival dates in Edinburgh

**Fee:** £1200 - £1400 fee dependent on experience

**Terms:** Self-employed freelance. Anticipated 1 day per week plus event days - see below

**Reporting to:** Festival Coordinator and Board of Trustees.

**Responsible for:** Build and Derig Volunteers, Festival participants GOs, Site Crew/Agency Workers

**Internal relationships:** Festival Coordinator, Press and Communications Coordinator, Front of House Coordinator, The Blues and Group Organisers, Festival Participants, The Board of Trustees (including the Treasurer)

**External Relationships:** Festival Stakeholders, Members of the public,

### **Job Description**

The Production and Site Coordinator will ensure the smooth running and provide logistical oversight of the Festival Set up and De Rig.

Be the principal point of contact for site contractors and deliveries on Calton Hill for the build and de-rig dates. Working closely with the Tech volunteer Group Organisers to ensure that all relevant resources are in place and well organised for the event and packed away ready for the next one.

### **Responsibilities and Duties**

In conjunction with the Board and the Festival Coordinator, the Production and Site Coordinator will:

- work alongside the Festival Coordinator in upholding the Events Management Plan and assist in the review of Event Risk Assessments and group member paperwork and planning enacting or stipulating operational parameters and control measures.
  - Researching hazards in order to reduce risk and improve safety of BFS members and other festival goers.
- Undertake some key roles normally commensurate with that of a group organiser:
  - Occasionally attending the weekly GO meetings (Tuesday evenings, 7pm) (by arrangement with the Festival Coordinator)
- liaise with the Festival Coordinator and Front of House Coordinator where necessary to ensure that the event site is appropriately prepared for the festival, to be onsite

during the fire festival primarily in the Event Control Room assisting in the coordination of Tech Volunteers (ASMs) and Stage Management.

- be onsite for the festival to ensure that all Event resources (hired in and owned) are returned in an orderly fashion.

External to BFS the Production and Site Coordinator will

- have secondary responsibility for liaising with all external bodies with relation to the production of the Beltane Fire Festival. External bodies may include (but are not limited to) the City of Edinburgh Council, the police, and subcontractors.
- Ensure that necessary Site Logistics are booked and in place.
- Attend EPOG (Event Planning Organisational Group) meetings as a representative of the Beltane Fire Society with City of Edinburgh Council officials, the Police and other emergency services, taking guidance and leadership from the Festival Coordinator prior to meetings, where necessary.

**Essential Attributes:**

- Experience working in a vibrant and diverse community of creatives
- Proven track record in production/site/stage management
- Experience of Managing Health and Safety in a live event setting
- A confident, friendly manner, able to work independently and under pressure;
- Knowledge of the local and national event sector supply chains
- Excellent time-management;
- Strong administrative skills including proficiency in Microsoft Office Suite and, Google Workspace
- Leadership skills with the ability to lead and motivate others;
- A flexible approach to the role

**Desired Attributes:**

- Experience of our festivals;
- Current First Aid qualification;
- Relevant qualifications and Training (Nebosh Managing Risks)
- A full Clean UK Driving Licence

**Terms and Conditions:**

- The Production and Site Coordinator position offers a 4 month contract
- This is a freelance role. You will be responsible for your own tax and national insurance contributions.
- You will be required to manage your own time and workload although it is to be understood that at times you may be expected to work such hours as necessary in order to deliver the festival successfully.
- You must be legally able to work in the UK.

**Key Dates:**

**Application closing date** Thursday 12th January 2023 12 noon

**Interviews Week beginning 16th January**

The contract will be the 1st February 2023 until the 31st May 2023 inclusive, but key dates are included below.

**11th or 12th February 2022** - *only need you for one hour or so at the GO WEEKEND Meeting*

**19th February** - *Open meeting - Introduce yourself recruit site/tech/decor minions*

**9th April** - Walkthrough 1

**23rd April** - Walkthrough 2

**29th April** - Family Event

**30th April** - **Beltane Fire Festival 2023**

**1st May** - Derig and site collections

**2nd May** - additional site collections (\*Bank Holiday)

**A contractors debrief meeting will be held in the first fortnight of May**

### **Application Process:**

1. Application closing date: 12th January 2023
2. Interview date: Week commencing 16th Jan '23
3. Intended Start Date: early February '23

### **To Apply:**

Please submit:

- A CV outlining your relevant experience.
- A cover letter of no more than 2 pages outlining:
  - Your relevant skills and experience;
  - Why this role appeals to you;
- Please make the Email Subject "Production Site Coordinator Application"

Please send CV and covering letter to the Development Manager [Coordinator@beltane.org](mailto:Coordinator@beltane.org) by noon on 12th January 2023.