

féile ealaíne an

earagail
arts
festival
www.eaf.ie
Made In Donegal

Production Manager (fixed term, part-time contract services)

Earagail Arts Festival is seeking proposals for the provision of contract services of a Production Manager for the period 1st April 2019 – 2nd August 2019.

Introduction

Earagail Arts Festival

Earagail Arts Festival is Donegal's premier celebration of local, national and international culture and one of the largest arts festivals in Ireland. Over 40,000 people from across Donegal and around the world attend approximately 100 events in 35 venues spread over 19 towns over 20 days and nights across the North West of Ireland. The Festival is also a partner in the delivery of Letterkenny Trad Week, Distorted Perspectives and Northern Xposure festivals.

Earagail Arts Festival Management Company Limited is a not-for profit CLG and a registered charity. The Festival consists of a Board of Directors, Management

Committee, full time, part time, contract staff and volunteers. The Festival celebrates its 31st birthday between 10th and 28th July 2019.

The Festival's objectives are synonymous with those of its major funders, addressing the key propositions of the **Arts Council's 10 year strategy - *Making Great Art Work: Leading the Development of the Arts in Ireland (2016–2025)***, **Failte Ireland's *Wild Atlantic Way*** and ***Cultúr: A Strategic Vision for Cultural Services, Donegal County Council 2016-2020***.

Terms

The Production Manager role is relevant to the Earagail Arts Festival.

The task will entail working on a part-time basis, over the period 1st April 2019 to 10th July 2019 and full-time for the entire period of the festival from 8th July to 2nd August 2019.

While it is envisaged that the Production Manager may work partly from their own workspace, the task will require the successful provider to be based in Donegal for a substantial part of the contract and in particular for the period 5th – 31st July 2019 and into August to evaluate the festival. The use of Earagail Arts Festival office facilities (eg. photocopying, printing etc.) will be available as the need arises.

Budget

The maximum Budget for the delivery of this Service is **€6,000** (including VAT if applicable).

The Role

A. Provisional Schedule

March – July 2019

Earagail Arts Festival programme pre-production preparation.

July – August 2019

Earagail Arts Festival programme production management and delivery.

B. Responsibilities

1. Management of production requirements for the artistic programme of the Earagail Arts Festival in conjunction with the Festival CEO /Artistic Director, Artist Liaison, Office Manager and stakeholders across Donegal.

2. Liaison with agents, artists, partner venues in the pre-production and preparation of the 2019 artistic programme.
3. Management and collation of all technical specifications from artists and companies, including sourcing necessary equipment and arranging hire and delivery.
4. Preparation of risk assessments, safety plans and licences.
5. Ensuring compliance with Health & Safety requirements for all festival events.
6. Liaison with relevant local authority departments, blue light services and government agencies in the delivery of the production of all festival events.
7. Event management of artistic programme in conjunction with the Festival CEO /Artistic Director, Artist Liaison and Office Manager.
8. Assisting in the site preparation, construction of sets, props, production labour and crewing of all festival events.
9. Management of technical staff and training, induction of production volunteers.
10. Assisting the Festival Artist Liaison Officer in the preparation of schedules in advance of the festival.
11. Management of the delivery and return of festival equipment.
12. Maintaining good working relationships with EAF artists, partners and stakeholders.
13. Completion of Project Report.

Line Management

The role will report to the EAF CEO /Artistic Director.

Experience

The ideal candidate will:

- have a proven track record in production management
- be used to working in a busy and pressured working environment
- have strong administrative and communication skills
- be prepared to work unsociable hours at festival time
- be enthusiastic and flexible
- be available to start from 1st April 2019

Irish language

Proficiency in the Irish Language would be advantageous.

Driving Licence

Full, clean driving licence and use of own vehicle required.

Selection Criteria

In the selection of the Production Manager, the following criteria will apply and will be weighted accordingly -

Production Management Experience	- 50%
General and Financial Administrative Experience	- 30%
Knowledge of Cultural Sector in Donegal, Ireland and abroad	- 10%
Price Quoted	- 10%

Submission of Proposal

Your **proposal** should outline your experience in terms of the delivery of similar projects to-date, as well as your experience to-date in production and event management. Your proposal should also include an overall costing for the delivery of the service. Please include any additional information that you consider is relevant to your proposed delivery of this service. Please also include an up-to-date CV, including the names of two referees or previous or current clients whom we may contact, should we wish to offer you this contract.

Earagail Arts Festival welcomes proposals for the provision of the services of a Production Manager as outlined above, on or before 5.00pm on Monday, February 25th 2019. Please submit your proposal by or by email to: info@eaf.ie or in writing by CV and cover letter to:

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Neil T Blaney
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