

SHEFFIELD FRINGE

PRODUCTION COORDINATOR / MANAGER SHEFFIELD FRINGE 2016 (EVENT 10TH -18TH JUNE)

Location:	London with travel to Sheffield required
Reports to:	Sheffield Fringe Directors
Term:	A total of 20 days, with 10 worked flexibly Feb-May and 10 days leading up to / during Sheffield Fringe 2016. Some evening work will be required.
Fee:	£2400
Application & Deadline:	Send a CV and an outline of suitability to the role (max. 400 words) to info@sheffieldfringe.com by February 12 th 2016

ABOUT SHEFFIELD FRINGE:

Sheffield Fringe is an artist-led curatorial project initiated to explore the intersection of art & documentary practices, through screenings, talks, exhibitions and research. Our curatorial interest centres on works that are firmly rooted within fine art practice yet tentatively linked to the documentary tradition. We hope to invite conversations on the role of art and conceptual approaches in documentary practice.

Sheffield Fringe is held biannually to coincide with Sheffield Doc/Fest, creating a complimentary space & context to encourage creative collaborations between the contemporary art and documentary communities. It is otherwise a project with no fixed abode, with screenings/exhibitions throughout the year.

JOB DESCRIPTION:

Brief:

- To successfully manage the delivery of the event, on time and on budget.

Key deliverables and accountabilities:

These include but are not limited to:

- Supporting the Sheffield Fringe Directors in all aspects of the event delivery
- Assisting with accounting, making payments and invoicing
- Responding to email enquiries and forwarding correspondence to the directors as required
- Liaising with artists and curators to ensure timely delivery of screening media, supporting texts and images for brochure, website, and the festival screenings
- Working with Bloc Studios to coordinate Open Studios event and gallery installation requirements
- Liaising with proofreader, designer and printer to ensure timely delivery of brochure
- Coordinating materials and people for timely delivery of web content for re-launch
- Coordinating with SF directors and Bloc Projects to ensure timely and convenient delivery of equipment
- Booking of all required equipment / furniture / opening reception supplies for the event
- Coordination of hospitality and transport – research & bookings for all SF2016 participants
- Media outreach - Liaising with press, managing Twitter and Facebook pages, coordinating physical distribution of brochure
- Overseeing gallery installation

PERSON SPECIFICATION:

- Successful project delivery experience in film or arts context essential
- Strong computer skills (Microsoft Office, Photoshop, Wordpress, Mailchimp)
- Excellent organisational skills including budget management
- Proven ability to meet deadlines and solve problems
- Ability to work under pressure
- Strong communication, interpersonal and negotiation skills
- Excellent written and spoken English