



**QUEEN'S PARK COMMUNITY COUNCIL**  
**Talent and Stage Manager – Acoustic Stage**

Queen's Park Community Council (QPCC) seek a highly organised, motivated and enthusiastic Talent and Stage Manager will be responsible for the Acoustic Stage which will take place in a Gazebo in the Rose Gardens of Queen's Park Gardens, W10 (the whole zone is called the Acoustic Zone). This will include the recruitment of approximately 10-12 acts, provision of all equipment and management of the Acoustic Stage on the day. The Talent and Stage Manager – Acoustic Stage, will be working under the supervision of the Community Council's Community Development Officer.

**Dates:** 5 ½ weeks between Monday 3<sup>rd</sup> July and Tuesday 8<sup>th</sup> August. The successful candidate will be expected to start Monday 3<sup>rd</sup> July and for a period of no more than 5 ½ weeks and be able to have brief weekly check-in calls every Tuesday leading up to the event, plus on Thursday 3<sup>rd</sup> August for a final check-in and Tuesday 8<sup>th</sup> August for de-brief and wrap-up.

**Hours:** These are at the discretion of the successful applicant. We envisage these will be 1-2 days in the run up to the event itself as there is no requirement to mass publicise slots to perform and there is a total of 10-12 acts. An extra day will be needed for the festival itself, Saturday 5<sup>th</sup> August.

**Terms:** The successful candidate will be required to provide a quotation prior to agreement. The council is prepared to offer a total fee of £1,200 on a contracted basis for this role. This cost includes personal fees for time required to source acts and manage the stage on the day and for all equipment hire, set-up and stage management. N.B – no physical stage is required. A provisional additional budget of £300 may be available (to be confirmed) to cover any costs related to performers and their expenses. However, we envisage that the focus will mainly be on up and coming, unsigned acts, keeping costs to a minimum. These costs need to be discussed weekly with the QPCC Community Development Officer and final sign-off will take place in the final check-in meeting on Thursday 3<sup>rd</sup> August.

**Application process:** Interested parties should email Lindsey Brown, QPCC Community Development Officer [lindsey@queensparkcommunitycouncil.gov.uk](mailto:lindsey@queensparkcommunitycouncil.gov.uk) in response to this advert with a short CV, a covering note summarising your suitability for the role, and a short proposal describing the process you would adopt by **Tuesday 27<sup>th</sup> June 2017 5pm**. Please also state clearly how you will ensure a diverse range of both local talent and professional acts which reflects the demographic profile of the area and that will cater for all ages and how you will ensure that language and content is appropriate for a family setting.

Please note, we can only consider applications which follow the individual process detailed, from candidates who have the relevant experience for the post.

Applications should be prepared to attend a meeting on morning of Friday 30<sup>th</sup> June, upon request, to discuss their proposal with an intention of commencing duties Monday 3<sup>rd</sup> July.

If further information is required, or to arrange an informal discussion for these roles, please contact Lindsey Brown by email [lindsey@queensparkcommunitycouncil.gov.uk](mailto:lindsey@queensparkcommunitycouncil.gov.uk).

### Job specification

Prior to the festival, the **Acoustic Zone Talent and Stage Manager** will:

- Recruit a diverse range of eclectic talent, including local residents, for the day, leading up to a headline performer. Language and content **must** be appropriate for a family setting.
- Arrange all equipment for the stage and its transport and set-up, as well as carrying out sound checks on the day.
- Manage their own budget for performers and their expenses up to the total value of £300 (to be confirmed). Any contracts will be between the Acoustic Zone Talent and Stage Manager and the performer, not QPCC. A final performer and expenses budget update will be provided to the QPCC Community Development Officer on Thursday 3<sup>rd</sup> August for approval. QPCC will then transfer the approved amount to the Acoustic Zone Talent and Stage Manager to administer.
- Liaise with performers regarding equipment needs to ensure they can perform on the day, and raise issues concerning specific insurance needs, e.g. for acts using fire.
- Report back to QPCC's Community Development Officer, Lindsey Brown, every Tuesday leading up to the event, including a stage budget update, and on Thursday 3<sup>rd</sup> August for a final check-in to include a final budget allocation overview and payment details for all paid acts and expenses on Thursday 3<sup>rd</sup> August.
- Liaise with QPCC's Community Development Officer regarding all publicity material leading up to the event.
- Create a stage schedule in advance of the day.
- Liaise with acts for the day with regard to times, travel details and access to the park for equipment drop-off. Notify performers that QPCC cannot provide parking facilities, only drop-off.

On the day of the festival, the **Acoustic Zone Talent and Stage Manager** will:

- Coordinate all equipment set-up and sound checks.
- Meet and greet all acts.
- Co-ordinate all acts going on to the stage.
- Ensure all acts have access to refreshments (QPCC will provide)

The successful applicant will need to be in Queen's Park Gardens 10-7pm on the festival day, Saturday 5<sup>th</sup> August.

### Person specification

The **Acoustic Zone Talent and Stage Manager** must have:

- Demonstrable experience of performance recruitment and stage management in a local festival setting.
- Demonstrable experience of setting up stage and checking stage equipment.
- Demonstrable experience of working with people, and recruiting performers, from a diverse range of backgrounds.
- Demonstrable experience of managing budgets.
- An appreciation and awareness of an eclectic mix of music for a wide age range.
- Established links with performers, at both the voluntary and professional level, and agents / managers
- Enthusiasm and passion for live outdoor entertainment