



**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 who will be responsible for the Acoustic Stage at the Queen's Park Summer Festival on Saturday 11th August 2018. This will include the recruitment of approximately 10-12 acts which will perform between 1-7pm and 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: The role will cover a time period from Monday 18th June up to the day of the festival itself. The work will be done flexibly but successful candidates will be expected to have a check-in meeting either by phone or in person once a week to monitor progress. A final face-to-face check in meeting will need to be scheduled in the week leading up to the festival followed by a de-brief post-festival. Applicants need to be available for the festival date - Saturday 11th August 2018.

Hours: The successful candidate will be expected to work for a total of 4.5 days over the course of the contract.

Terms: The successful candidate will be required to provide a proposal for undertaking the work, including a quotation, prior to agreement. The council is prepared to offer a total fee of £450 on a contracted basis for the role, based on a flat rate of £100 per day for 4.5 days work. This cost includes personal fees for time required to source acts, hire equipment and to manage the stage on the day.

Costs and expenses for performers and stage audio equipment are covered separately but will need to be organised by the Acoustic Stage Manager and in the proposal, the Acoustic Stage Manager is expected to quote anticipated costs of these items. N.B – no physical stage is required as all acts will perform under a gazebo. In addition, we envisage that the focus will mainly be on up and coming, unsigned acts, keeping costs low. These costs provided will be taken into consideration when deciding the successful applicant.

Application process: Interested parties should email Lindsey Brown, QPCC Community Development Officer 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 **Friday 8th June 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 that we can only consider applications which follow the individual process detailed, from candidates who have the relevant experience for the post.

Applicants should be prepared to attend a meeting on morning of Wednesday 13th June, upon request, to discuss their proposal with an intention of commencing duties Monday 18th June.

If further information is required, or to arrange an informal discussion, please contact Lindsey Brown by email 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 acts, leading up to a headline performer. Language and content **must** be appropriate for a family setting.
- Arrange for all equipment for the stage including its transport to the park and set-up, as well as carrying out sound checks on the day.
- Manage their own budget for performers and their expenses. 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 prior the festival. QPCC will then transfer the approved amount to the Acoustic Zone Talent and Stage Manager to administer following the festival.
- 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, weekly leading up to the event, including a stage budget and a brief timesheet, and in the week leading up to the festival. The successful applicant will also be expected to attend a post-festival debrief.
- 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.

The successful applicant will need to be in Queen's Park Gardens 11am-8pm on the festival day, Saturday 11th 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