



## QUEEN'S PARK COMMUNITY COUNCIL Talent and Stage Manager – Main Stage

Queen's Park Community Council (QPCC) seek a highly organised, motivated and enthusiastic Talent and Stage Manager who will be responsible for the recruitment of a diverse range of local talent and professional acts to perform on the main stage at the Queen's Park Summer Festival, Saturday 5<sup>th</sup> August 2017 12-6pm, as well as the co-ordination of these acts on the day. Approximately 30-35 acts will need to be recruited, as well as a DJ and stage host. The successful candidate 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. They will be expected to attend meetings in Queen's Park, W10, every Tuesday leading up to the event, plus Thursday 3<sup>rd</sup> August for a final check-in and Tuesday 8<sup>th</sup> August for de-brief and wrap-up. Applicants need to be available for the festival date - Saturday 5<sup>th</sup> August 2017.

**Hours:** The successful candidate will be expected to work for a total of 8.5 days over the course of the contract which can be flexible, except for:

- 1 hour face-to-face check-in meetings on Tuesday weekly prior to the festival, on Thursday 3<sup>rd</sup> August 2017 for a final check-in and on Tuesday 8<sup>th</sup> August for a de-brief and wrap-up.
- 1 day for festival Saturday 5<sup>th</sup> August

**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 £850 on a contracted basis for this role, based on a flat rate of £100 per day for 8.5 day's work. Costs for performers, stage and stage equipment are covered separately.

**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 **Main Stage Talent and Stage Manager** will:

- Work with local residents to recruit local talent via ward wide publicity, including door to door leafleting of 5000 houses in the ward, which will encourage acts from all ages and all backgrounds to sign up for the day. *Consider* putting on an audition event if there is an overwhelming response (extra costs for this to be discussed if necessary).
- Liaise with staff from local organisations, such as the Avenues Youth Centre and Queen's Park Library, and local faith groups who may be able to provide a couple of acts on the day or may have links to performers.
- Recruit an additional number of unpaid and paid acts, leading up to an experienced headline performer. Acts need to be both music, and non-music, e.g. dance groups.
- Recruit an experienced festival host and DJ
- Work to a stage budget of approximately £2,500 (to be confirmed) which will include all costs associated to the main stage performers, including expenses if required, and present to QPCC for weekly approval and final sign-off. It is envisaged that the final contract will be between the performer and QPCC who will administer payment (to be confirmed).
- Seek out entertainment from a variety of cultural backgrounds which reflect the demographic profile of the area, and which caters for all ages, including for children, teenagers and young adults. Language and content **must** be appropriate for a family setting.
- Liaise with both performers and PA and equipment providers to ensure performers can perform on the day in line with the stage's equipment provision, including within the stage dimensions, and raise issues concerning specific insurance needs, e.g. for acts using fire.
- Liaise with partner organisations to ensure award ceremonies are presented at the appropriate times on stage, including dog show awards and winners of QPCC's Queen's Park in Bloom.
- 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.
- 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 **Main Stage Talent and Stage Manager** will:

- Coordinate all set-up and sound checks with audio and stage partners
- Meet and greet all acts
- Manage a 'backstage' area
- Co-ordinate all acts going on to the stage and with the stage host
- 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 **Main Stage Talent and Stage Manager** must have:

- Demonstrable experience of performance recruitment and stage management in a local festival setting.
- 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