

Title: Festival Producer

Reports to: Director

Contract: 12 Month Fixed Term, 35 hours a week, Salary: £24,000. Possibility of additional hours for funded projects with partners in the future. Extended contract subject to funding.

Place of Work: Unit 5, Vision Building, 20 Greenmarket, Dundee, DD14QB, this role will also involve working out in the community across Dundee.

Start Date: Monday 2 March 2019.

Deadline: 17:00, Friday 7 February 2020.

JOB DESCRIPTION

NEoN (North East of North) is looking for an experienced Festival Producer for its annual pop up and festival programme. To lead on all aspects of artist liaising, production, install and de-stall of exhibitions and pop up events. You will work closely with the Director and festival committee to continue to develop and deliver the programme, as well as working with a network of arts and cultural organisations locally, nationally and internationally.

The Producer will work closely with the core team on the development and delivery of the 2020 NEoN Digital Arts festival. Taking a lead on the effective operations of the festival and delivery of all related programme outputs. You will play a vital role in the success of the programme, working closely with the Director, Festival committee, Outreach Coordinator, artists and partners across multiple venues. The Producer will need to be a skilled communicator and negotiator, ensuring a deep level of partner and participant engagement. Alongside having experience of working closely with artists producing new commissions and installing exhibitions that involve the implementation of digital and technology driven art in both indoor and outdoor spaces.

NEoN (North East of North) is part of Creative Scotland's Regularly Funding Organisation (RFO) Network which includes 121 organisations, supported by a confirmed three-year budget of £101.6 million. The Producer will help drive the programme forward with a specific focus on delivering outcomes set against Creative Scotland's ambitions: excellence and experimentation, access, connected, places, leadership and workforce. The Producer is expected to embed each of the four following connecting themes across all work. These are: Equalities, Diversity and Inclusion; Creative Learning; Digital; and Environment.

CONTEXT

NEoN was first developed in 2009 to promote digital media activity in the North East of Scotland. With a focus on moving image, music and information technologies, the festival offered talks, performances, screenings and exhibitions that expanded the notion of art, information communication, media production and game design. In 2012 NEoN became a registered charity with the aim to advance the understanding and accessibility of digital and technology driven art forms and to encourage high quality within the production of this medium.

Driving the evolution of digital arts, NEoN (North East of North) explores and redefines its relevance in today's practice. By bringing together emerging talent and well-established artists, we aim to influence and reshape the genre. We create opportunities for collaboration and spontaneity and will always push beyond expectations. Our program of international and regional artistic exchanges aims to nurture the arts roots of the region whilst drawing in the arts world's greatest talent.

We commission and program world class artists to present contemporary work of the highest quality. International artists see NEoN as a place to create their best work and emerging artists are enriched by their connection with the programme and other participants in it. Going forward, we

will continue to foster a greater critical understanding of contemporary culture within the context of today's technology driven society.

The NEEON programme has a theme and this theme bridges across all activities, giving a coherent narrative. The programme offers different formats that explore the theme, including exhibitions, talks, screenings, performances, online work, apps, workshops, symposia, walks etc. This extended programme gives different levels of access, and encourages wider participation. NEEON takes access to the arts very seriously and is actively engaged in ensuring it helps promote Article 27: Right to participate in cultural life. (Universal Declaration of Human Rights). Everyone has the right freely to participate in the cultural life of the community and to enjoy the arts.

ROLES & RESPONSIBILITIES

The Producer will work closely with the NEEON team and partners on the development and delivery of the 2020 annual pop up programme and festival in November. You will act as a key point in the planning and delivery of new commissions, exhibitions, screenings and facilitate communication between the wider team and partners.

Attend weekly Festival Committee meetings as required.

Ensure the successful delivery of annual pop up programme and festival, working closely with the Director, Festival Committee, partners and artists on the production of the programme.

Coordinate the delivery of the programme, project management, production, and operational logistics.

Lead on comprehensive production planning for programme and related events in consultation with co-curators, including, installation schedules, staffing, and related health and safety requirements (work closely with the Director, Outreach Coordinator and Festival Committee on the festival and event production plans and risk assessments.)

Deliver programme on budget, working with the Director on financial management including quarterly reports to the Trustees.

Identify, sub-contract & manage a technical team, comprised of paid technical assistants, interns and volunteers, as required.

Work closely with venues, partners and technical staff and freelance contractors to understand and fulfil all artist and speaker technical requirements.

Coordinate technical resources and requirements efficiently and within set budgets.

Act as single point of contact and communication for logistical inquiries from partners, venues and NEEON team.

Manage the contracting of venues, artists, suppliers and partners. Including travel, accommodation; obtaining biogs, images, briefing packs, work permits, etc. - with support from the Outreach Coordinator.

Ensure clear communication, acting as the key liaison point.

Support communications working closely with the Festival Communication Coordinator to ensure successful strategic and operational communications for the festival and its programmes.

Undertake all relevant administration relating to the programme including correspondence with

contributors, including staff, artists, venue, partners and suppliers.

Alongside the Festival Committee help manage any programme related interns and volunteers. Allocating appropriate roles and providing support.

Due to the nature of the organisation and programming a flexible approach to the working week is required. Evening and weekend work will be essential during events and festival delivery.

PERSONAL SPECIFICATION

Essential

- An excellent understanding (and passion) of digital/visual contemporary arts locally, nationally and internationally, including issues and practicalities of working in the public realm across digital culture and art.
- Experience of working closely with artists and curators on new commissions, exhibitions and event production, specifically festivals and public realm projects that implement digital and technology driven art.
- Experience of managing projects and activities with a range of different audiences.
- Demonstrable experience of project management on similar scale to NEEON Festival productions.
- Experience of managing negotiations with artists, technical teams, venues, partners and suppliers, then reporting requirements and updates to other team members and partners in an accurate and timely manner.
- Ability to assess technical requirements and work with technical team to ensure all requirements are met.
- Commitment to Equality and Diversity.
- Experience of managing project budgets on target.
- Strong and proven administrative and IT skills - general clerical tasks, communicating, computing, organising, planning, and scheduling.
- Ability to self-manage, self-motivated, and manage and motivate others.
- A collaborative attitude and ability to work within a small, committed team.
- Flexibility, commitment and the ability to multitask.
- Excellent written and oral communication skills.
- Attention to detail and ability to work under pressure.
- Knowledge of regional and cultural networks.
- Highly organised and able to work to deadlines.
- Excellent interpersonal and communication skills and ability to work with people from a wide range of different backgrounds in a sensitive and appropriate manner.

Desirable

- Full clean driving license.
- Experience of digital arts festivals/events.
- Fundraising and advocacy experience.

A small budget for professional development is available – these will be mutually beneficial and to be agreed with management.

HOW TO APPLY

Please submit your CV (no more than 2 pages and including at least two referees) alongside a supporting statement (600 words max) highlighting how your experience meets the skills and experience criteria outlined. As part of your application, please supply links to online examples of your previous work relevant to this role. Please also complete

and return the equalities monitoring document found here.

GUIDANCE NOTES FOR APPLICANTS

The closing date for receipt of completed applications is 17:00 MONDAY 10 February 2020.
To submit your application or for any queries please contact neon@northeastofnorth.com

Please insert APPLICATION FESTIVAL PRODUCER as the subject.

Shortlisted candidates will be contacted by email and invited to an interview on the 18 February 2019 in Dundee.

Skype interviews will be considered.

The start date is expected to be mid March 2019. To be agreed by both parties.

NEoN is proud to be supported by Creative Scotland's RFO programme.