

FIRST LIGHT FESTIVAL

Role: Production Manager (Maternity Cover)

Salary: £33,000 - £36,000 Pro Rata, based on experience

Hours: 4 days per week, mainly weekdays with some weekend and evening working during events.

Report to: CEO

Responsible for: Production Coordinator, Technical Management, Casual Staff and Contractors.

Location: We are based in Lowestoft, Suffolk. We expect this role to work a mixture of from home and in the office, with a minimum two days per week in Lowestoft.

Duration: Fixed Term contract/ freelance agreement for: 10 months, Starting w/c 26th August 2024

About the role

First Light Festival C.I.C is looking for an organised, enthusiastic and dedicated Production Manager (Maternity Cover) to join our team. The Production Manager role is part of the organisation's Senior Leadership Team and will oversee all aspects of production across the annual First Light Festival, the year-round multi arts venue East Point Pavilion and The Battery space. The Production Manager will ensure that all policies and procedures across the festival and two venues are aligned and remain up to date.

It is an exciting time for us, with many varied projects including the celebrated and unique First Light Festival, the growing East Point Pavilion and the new Battery of Ideas Place Partnership Project. If you have a desire to contribute to a growing creative organisation, we would like to hear from you.

First Light Festival CIC's work encompasses many different artforms, it is contemporary, multi-arts and for everybody. The annual festival is free to attend and attracts audiences from our locality, the region, and nationally. We're interested in the physical and cultural identities of Lowestoft and make art which is meaningful to the lives of our audiences.

We strengthen our relationship with our community with East Point Pavilion which delivers a vibrant year-round programme of events and community arts projects and the addition of The Battery space on London Road North will enable us to test creative ideas for the new Cultural Quarter development.

We welcome applications from a wide mix of people. We strongly recognise that our team has some way to go to better represent the diversity of modern Britain. We recognise that if you are from a background that is currently underrepresented within the cultural sector you may need support to discuss how your experience is transferable to this role and there may be changes we need to make as an organisation to

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East Point Pavilion, Royal Plain, Lowestoft, NR33 0AP
www.firstlightlowestoft.com



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ensure you can fully contribute. We welcome these discussions and encourage you to get in touch for an informal chat to explore.

We are looking for someone with:

- Significant knowledge and experience as a Production Manager delivering large scale multi art form events
- A confident and professional communication style with excellent interpersonal skills
- A proven ability to deal with conflict using negotiating and influencing skills
- Excellent time management
- Knowledge and practical experience of all relevant licensing and Health and Safety regulations
- Experience of setting and managing production budgets and other financial processes
- Ability to work well under pressure in a busy environment
- Able to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- A flexible and proactive approach to their work, and able to manage their own workload with minimum supervision
- Computer literate and able to confidently use Excel. Practical experience of CAD software not essential but would be useful.

You will be personally passionate about arts and culture and understand the transformative impact it can have on people's lives.

Background

Established in 2018 to spearhead cultural regeneration for the coastal town of Lowestoft, First Light Festival CIC is currently led by four skilled directors : cultural entrepreneur and national, urban and coastal regeneration design leader Wayne Hemingway MBE, natural environment and science authority Clare Matterson CBE, finance leader Sarah Kemp and marketing specialist and Suffolk Business Ambassador Mary Graham. Originally a founder director of First Light Festival CIC, CEO Genevieve Christie will chair the Place Partnership Consortium.

First Light Festival is an ambitious, innovative, place-making arts festival taking place on Lowestoft's South Beach over a midsummer weekend, with sunrise as a central part of the programme. The transformative impact of the festival, with more than 40,000 attendees in 2023, is felt across community cohesion, arts sector development, cultural tourism and local government. Becoming an NPO in 2023, First Light is a central tenet of Lowestoft's cultural regeneration vision and planning for the town.

Since 2022 First Light has had a base in the re-developed East Point Pavilion on Lowestoft's seafront. An accessible hub for food and drink with a changing places facility, the Pavilion hosts year round activity including wellbeing sessions, makers markets and cultural events as well as hosting lead-in festival community sessions.

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In Spring 2024 First Light secured Arts Council Funding to lead a unique Place Partnership Project: The Battery Of Ideas. Led by First Light Festival CIC, in partnership with East Suffolk Council and Suffolk County Council, the project brings together a consortium/group of leading cultural, education and creative health partners in a town centre 'meanwhile' space 'The Battery' to agree and test ideas to drive inclusive creative participation and engagement, volunteering, creative skills and enterprise opportunities for the new Cultural Quarter over the next decade. A symposium for national policy makers and the cultural sector shares the learning and impact of this pioneering place partnership.

We are an Arts Council England National Portfolio Organisation (NPO) 2023 – 2026.

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How to apply

Informal chat – if you are thinking of applying and would like to discuss anything with us in advance, please get in touch for an informal chat with Aly Tipping: aly@firstlightlowestoft.com

Application - please send your CV along with a statement detailing why you are interested in this role plus relevant experience. Your statement can be in written (no more than 2 side A4), audio or video file format. Closing date for this job role is: 10am Monday 15th July 2024.

Please send to Aly Tipping: aly@firstlightlowestoft.com

Interviews – Shortlisted candidates will be invited to a formal interview - we will communicate full details of this in advance.

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