

<b>Job Title:</b>	Production Lead
<b>Reporting to:</b>	Head of Events
<b>Salary:</b>	£35,000
<b>Hours</b>	Full-time

The role of the Production Lead is to work alongside the Head of Events to ensure that all planning for events is carried out in an efficient and effective manner. The person in this role will be responsible for addressing all technical, operational, and safety concerns to ensure the delivery of successful events.

### Areas of Responsibility:

#### Summer Festival:

- Work together with the National Leadership Team and Head of Events to plan the site layout and camping allocation.
- Collaborate with venue leaders to create spec sheets for each venue specifying technical needs and furniture.
- Compile a list of equipment required for event setup and maintenance in collaboration with the Event Production Team.
- Obtain quotes, create Purchase Orders, and manage invoices for all rented equipment.
- Ensure that the outdoor event and festival regulations are upheld in collaboration with the Head of Health and Safety.
- Create detailed venue design drawings to facilitate planning and setup onsite.
- Cooperate with the showground (and council) on all event aspects to guarantee compliance with outdoor event guidelines on noise levels, traffic and more.
- Gather all contractors' safety policies, risk assessments, and insurance certificates.
- Ensure Risk Assessments are in place and adhered to at all New Wine events.
- Utilising Festival Pro to aid the preparation of production schedules, ensure enough time is allocated for all aspects of the production process, and manage the production resources, including personnel.
- Supervise the build-up and load-in of equipment during the event.
- Collaborate with the Chief Steward to establish fire, first aid & venue evacuation procedures.
- Prepare Production documentation for each event.

#### Other Events:

- Manage venue relations and bookings and ensure compliance with venue terms and conditions.
- Collaborate with the production company to ensure that all New Wine needs are communicated effectively and fulfilled.
- Obtain quotes, create Purchase Orders, and manage invoices for all rented equipment required for an effective event.

*The above list of job deliverables is open and partial, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

## Person Specification:

### Required skills and qualifications:

- Experience in Project Management.
- Thorough understanding of technical systems required to deliver live events. Including Lighting, Sound, Video and Rigging.
- Vision-driven and action-oriented.
- Demonstrates emotional intelligence.
- Responsible self-starter who is highly organised and takes initiative.
- Excellent written and verbal communication.
- An inherent desire to achieve exceptional results.
- Ability to perform and prioritise multiple tasks with excellent attention to detail.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Strong time-management skills and an ability to coordinate multiple projects and deadlines.
- Knowledge and experience in using Microsoft 365 and social media.
- Commitment to the mission and values of New Wine.
- Commitment to the values of Holy, Healthy and Humble Leaders

### Preferred skills and qualifications:

- Experience in the Christian Festival Industry
- Prior experience of event management.
- Knowledge and experience in using CAD.
- Experience of H&S governance and management.
- Experience/knowledge of creating and managing budgets.
- Aptitude and ability to navigate different technologies, platforms and databases.

## Role Particulars

**Working Pattern:** Flexible working hours, including weekly in-person team meetings in London: monthly all-staff meetings on Tuesdays and weekly Events Team days on Tuesdays. The nature of this role means that some travel and working away from home will be required, as agreed in advance. Specifically, you must be available for the annual leadership conference and the New Wine annual summer festival.

**Places of work:** This role is eligible for hybrid and flexible working, with a minimum of 1 day in the London office.

**Supervision:** The post holder will receive regular supervision from their line manager.

**Role review:** There is a three-month probationary period for this role. The post holder will then receive a quarterly rolling review of performance, the role, job description, terms and package.

*This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 of the Equality Act 2010.*

*This job description is intended to summarise the primary responsibilities and qualifications for this position. The job description is intended to include only some duties an individual in this position might*

*be asked to perform or all qualifications that may be required now or in the future. New Wine reserves the right to revise the duties outlined in this job description at its discretion.*

### How to Apply:

- Closing date for applications : 23 February 2024.  
*Please be aware, applications to this role may be closed early if the right individual is found.*
- Role starting date: March 2024
- To apply: Please send Cover Letter and CV to [lucy.fry@new-wine.org](mailto:lucy.fry@new-wine.org)