

CultureTECH

Title: Operations Manager (Initial 6 Month Contract)

CultureTECH Ltd, promoters of the CultureTECH Festival (www.culturetech.co), wish to appoint an **Operations Manager** to support the technical delivery of the CultureTECH Festival and related activities. The post will be based on an initial 6-month contract, commencing April/May 2013.

The CultureTECH Festival is one of NI's most exciting new events, showcasing digital technology, media and music to an expected audience of some 30,000 people this September (9th-15th) across a week-long programme of over 100 sessions and events in multiple venues. The festival itself is being developed in support of a wider economic development proposition and the long-term aim of positioning Derry-Londonderry at the heart of a global conversation around the convergence of technology/media and the arts/cultural space.

This is an exciting opportunity for a proactive, dynamic, team player to make a real difference to the future direction of the festival and the digital and arts/cultural sectors in the city. This is a full time position and will require a high level commitment as well as substantial flexibility from a forward thinking and self motivated individual.

The successful candidate will prepare operational plans, develop scheduling and budgets and provide on-site event management at the Festival and related events. They will also undertake a range of key duties including but not limited to; technical production, supplier management, venue sourcing, logistics, financial planning and volunteer management.

This role will report directly to the Chief Executive as well as the company's Board of Directors; and will require frequent reporting, strong presentational skills and sound financial management capabilities.

The successful candidate should be able to demonstrate a successful track-record in the delivery of projects with a specific emphasis on production management and/or event management. He/she will have a working knowledge of digital technologies and required audio-visual resources, as well as sound general event management skills. The post holder will be a skilled communicator with excellent written, verbal and web based communication skills and be able to demonstrate exceptional project management skills.

Supported by:



CultureTECH Ltd - Company Number: NI612482
Reg Address: 1a Hawkin Street, Derry, BT48 6RD
T: 02871 262 379 E: info@culturetech.co

Person Specification

| | | |
|-------------------------------------|-----------|---|
| Education and Qualifications | Essential | A relevant third level qualification <u>and</u> one year experience in an project management or events-based role OR, three years experience in a project management or events-based role |
| | Desirable | Post-graduate or professional qualifications in project management, event management or similar |
| Technology | Desirable | Working knowledge of audio-visual equipment Experience in the use of web-based project management tools |
| Relevant Experience | Essential | Experience in the management of events OR general project management |
| | Desirable | Specific and demonstrable experience in the technical and logistical requirements associated with large-scale events Experience in developing operations plans for event-driven projects Ability to direct on-site project managers in the execution of events projects Experience in sourcing and managing 3rd party suppliers Experience in managing and directing volunteers and/or other members of staff within a team |
| Job-related Achievements | Essential | Demonstration of a wide network of contacts in a relevant sector or sectors |
| | Desirable | Successful delivery of a large scale event within a clearly defined budget |
| Inter-Personal Skills | Essential | Ability to demonstrate leadership skills around a specific project |
| | Desirable | Ability to communicate and negotiate effectively Ability to maintain and deliver records and reporting documentation effectively |
| Other Factors | Essential | Evidence and ability in reporting and presentational skills |
| | Desirable | A clear interest in the digital creative industries, specifically within Northern Ireland |

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Duties and Responsibilities

The post holder will, inter alia:

1. Develop and implement a comprehensive operational plan, budget and schedule for the Festival
2. Source and work with relevant 3rd party suppliers including AV suppliers
3. Develop and implement a volunteering strategy for the Festival
4. Work with delivery partners and contracted experts to ensure that CultureTECH events comply with all relevant legislation and best practice models, specifically with regard to health and safety
5. Provide production support to partner organisations delivering events within the CultureTECH programme
6. Provide on-site event management
7. Oversee the administration of relevant travel, accommodation, transport, venue booking, performance contracts and other logistical requirements and manage appointed administrative staff in the delivery of the same
8. Liaise with 3rd party event management suppliers
9. Liaise directly with partner organisations and relevant stakeholders; including venues, funders, commercial partners, civic stakeholders and regulatory agencies
10. Undertake similar duties in the delivery of multiple, smaller-scale, events under the CultureTECH brand throughout the year
11. Work with the management team to devise new events and projects within the overall aims of company
12. Undertake other duties where required in relation to the delivery of the CultureTECH Festival and the wider development aims of CultureTECH

This is a highly visible role which will require a high level of accountability and transparency, specifically where public sector partnerships and/or monies are involved.

Salary and Contract

Salary is negotiable, dependent on skills and experience. The eventual remuneration package may also contain a performance related element based on delivery of agreed objectives.

The contract will initially be for 6 months and we are happy to consider full-time employment, full-time freelance or full-time secondment arrangements for the right candidate.

To Apply

Applications in the first instance should be by CV with covering letter, and sent by email to info@culturetech.co or hardcopy to CultureTECH, 1a Hawkin St, Derry-Londonderry, BT48 6RD to arrive no later than noon on Monday, March 18th. Interviews with shortlisted candidates will take place shortly thereafter.

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