

St Magnus International Festival invites applications for the role of Festival Producer for the 2025 St Magnus International Festival.

Applications should be sent to Festival Director Alasdair Nicolson at alasdair.nicolson@stmagnusfestival.com by 12 noon on 18th December.

Please provide a covering letter alongside a C.V.

Interviews will be held on 20th December via Zoom.

Festival Producer Job Description

Job Title:	Festival Producer
Reports To:	Festival Manager and Festival Director
Contractual Arrangements:	Freelance
Fee :	Dependent on experience
Contract length :	Jan – mid July 2025 (flexible working with increased demand at Festival delivery time)
Application Closes:	Wednesday 18 th December 2024

Job Purpose:

To produce the 2025 St Magnus International Festival in collaboration with the Festival Team

Main Duties

- Arrange any travel and manage changes (including artists, funders and journalists as required)
- Arrange any accommodation needs and manage changes (including artists, funders and journalists as required)
- Assisting Manager, Team Administrator and Festival Director with venue bookings
- Collaborate with the Festival Director and Festival Manager and Technical manager on creating the Technical/Production Schedule
- Work as part of the team for any Live Event or Film creation management
- Organise meet and greet (volunteers and taxi)
- Create any ground transport schedules

- Organising Coach or other transport/transfers for on tour/excursion/meet and greet
- Create and organise Welcome packs and distribution
- Liaising and communicating with bookkeeper on accommodation and travel and performers' fees invoices
- With Team Administrator organise catering for events if required etc
- With Festival Director act as BBC Radio liaison feeding into Festival Technical and Rehearsal schedules.
- With team assist proof reading and checking of festival print (brochure, programme, flyers, ads)
- Gather biographies, photographs, programme notes for performers and file to Festival server as shared documents
- Artist Liaison in collaboration with Festival Director
- Be part of schedule of staff presence at any given event or film sessions particularly excursions
- Liaise with Team Administrator for FOH/Box Office for Performer Ticketing and Event management
- Input to record keeping for payments and invoices
- Work with volunteer Technical and Front of House team members
- General preparation and troubleshooting duties agreed with the Team as required.
- Liaise with BBC recording and production teams onsite
- Participate with FOH/Box Office in creation of Risk Assessments
- Create call schedules for Artists for filming.
- Work with the team to monitor safety standards in line with all SMIF policy documents
- Work alongside any voluntary staff and brief as necessary
- Represent the St Magnus Festival as a member of the professional administrative team and uphold confidentiality for the organisation.