



Native Events - Event Manager Job Spec 2022

Native Events is the driving force for sustainability in the events and cultural sector in Ireland. The company offers sustainable events services and infrastructure, as well as consultancy and advice to the creative and events industry. Partnering with many high profile events and festivals throughout the calendar year we now have an exciting opportunity for a permanent Event Manager to join our team in 2022.

The Event Manager is a project-based role, working at a range of events and festivals on behalf of Native Events' clients, working closely with the wider operations teams at each event. The Event Manager has oversight across all departments to ensure clarity and cohesion for **each** festival/event production and in keeping with Native Events policies. This is an exciting opportunity for the right person who is passionate about sustainability in the arts sector and wants to work at the forefront of change in the event industry.

Key Liaison with: Independent Festival Directors/teams, Native Events CEO, Native Events General Manager, Operations team, Art Department Manager, Programme, Bars, Traders, Ticketing & Entrance Manager/Accreditation, external stakeholders and suppliers, sponsors, Marketing.

ROLE REQUIREMENTS

Event Operations Scheduling, Budget & Procurement Management

- Project management, department scheduling and staff scheduling
- The compilation of all departmental production schedules in order to develop and execute the Master Production Schedule (pre, during, post-event). This will include build, arrivals schedule, creating load-in and strike schedules etc
- Budget and procurement management
- Sourcing of competitive quotes for infrastructure and site facilities, safety-related contracting and maintaining supplier relationships
- Account for all expenditure, maintaining appropriate record-keeping practices
- Maintaining and troubleshooting daily schedules during the events/ festivals in question

Site Needs Assessment

- Review maps, schedules and contact databases for event or festival
- Collating the entire infrastructure needs for event(s) including various departments, stages and activations, campsites, concessions and bars
- Managing the resources system and ensuring efficient information flow from equipment requests through to supplier orders
- Oversight of post-event inventorying of equipment if necessary.

Venue/ Site Planning

- Liaison with venue owners/ managers in terms of event install and derig requirements and schedules
- Liaison with relevant activations, sponsors, concessions, F*B managers etc re. site logistics, site orders, individual production schedules, site placement, power and power distribution, crew and contractor accreditations
- Fulfill all on-site needs of the above as required and as per contract(s)
- Manage key service needs and contract relevant suppliers
- Oversee and organise development and placement of information and directional signage via coordination with the marketing dept and the signage team where relevant
- Communications Plan - radios, Wi-Fi, production office
- Organisation of the production office
- Responsible for the Health and Safety management of event and production teams, as required
- Coordinate cleaning, waste management and litterpicking pre, during, and post-event

Health and Safety

- As required by the event in question, working closely with Licensing Officers in their communication with statutory bodies
- Supporting Safety Teams, Licensing Officers, and Event Controllers on the development of Event Safety Management Plans, including compilation of all documentation and schedules required for handover to statutory bodies.

Communications

- Attend and report into regular Native Events team meetings, and various events team meetings as required
- Compilation of post-event reports
- Attend post-event debriefs with Native Events, Events Clients and the General Manager
- Team management communications - schedules, rates, dietary requirements, etc
- Recruitment and management of event/ festival staff, to include but not limited to core management team - ticketing and accreditation; sustainability; volunteers management; technical production and artist liaison

SKILLS REQUIRED

- Minimum three years proven experience managing logistical elements of large-scale green-field sites and live music events - Essential
- Excellent computer literacy and high learning agility with respect to project management software and resource management software, Google Drive, Microsoft Office suite etc. – Essential
- Previous experience in event-specific Health & Safety - Highly Desirable
- Industry knowledge of production and technical, plant and infrastructure terms - Highly Desirable
- Strong project management, communication, administration, organisational and planning skills - Essential

PERSON SPECIFICATION

- Highly organised and a proven ability to multitask
- Superior time management
- A clear communicator both in person and online
- Calm under pressure
- Can demonstrate creative thinking and innovative problem solving
- Excellent knowledge of the music and culture scene both nationally and internationally is a bonus
- Sustainability-minded with the drive to push the sustainable ethos of our clients
- Proven supervisory and team management experience
- Must be able to follow an agreed-upon work plan and work with confidence and independence
- Proven ability to be resourceful and detail-oriented
- Willing to learn and up-skill in the areas of budget management and team management

TERMS as per contract and in addition:

- This role will start ideally on January 10th, 2022
- The total value of this contract is available upon request
- This contract is made up of a combination of administrative days and onsite days at events
- While the role is initially based at D-Light Studios there will be flexibility with remote working depending on team meetings. The role requires flexibility with work hours and location-based work on-site
- During festival time it should be understood that at times you will be expected to work such hours as are necessary for the workload and deadlines in question. The Event Manager is expected to be on-site for key dates in the production schedule, and to be on call to troubleshoot and support the Events/Festival teams throughout show dates
- To apply for this position please send a CV and accompanying cover letter to kyle@nativeevents.ie