

Deer Shed Festival - Festival Production Co-ordinator

Contract Duration: Full-time, 7 months (1st February – 31st August 2025)

Holiday: 17 days (including bank holidays)

Salary: Dependent on Experience (DOE)

Location: Thirsk, North Yorkshire This is not a hybrid role, you will be based in the Deer Shed Office 5 days a week.

Role Overview:

As the Festival Production Co-ordinator, you will work closely with the festival directors, particularly the Head of Production and Head of Operations, to ensure the smooth running of the event. You will oversee key logistical aspects, including staffing, contractor management, and equipment distribution, and play a vital role both in the office and on-site during the festival.

Key Responsibilities:

1. Staff and Volunteer Management:

- Contract and allocate shifts for over 500 staff and volunteers.
- Ensure efficient scheduling and that all workers are briefed and organized.
- Induct, support & direction of crew and volunteers throughout period.

2. Contractor & Supplier Liaison:

- Communicate with third-party contractors and suppliers, ensuring all necessary documentation is up-to-date for the Health & Safety team.
- Work alongside the artist liaison and ticketing company to distribute tickets for staff, contractors, and guestlists.

3. Production Coordination:

- Organize, create, and distribute production information and itineraries to short-term contractors and crew in a timely and practical manner.
- Act as the **Event Quartermaster**, ensuring that equipment and supplies are distributed and available from the Deer Shed Office and warehouse to the festival site. Manage stock levels, quantities, and the location of materials before, during, and after the festival.

4. Office Support:

- Assist in the general day-to-day running of the office, ensuring all areas are maintained, stationery is stocked, and phone lines are managed. This role is shared across all Deer Shed staff and directors, requiring a "muck in" attitude.

5. On-Site Responsibilities:

- Serve as the **Junior Production Manager** during the festival, troubleshooting production-related issues and resolving problems in real-time.

- Support the senior production team in managing the operational aspects of the festival, including crew and contractor coordination.

6. Budget and Finance Support:

- Work to allocated budgets, helping to manage costs and resource distribution.
- Collaborate with the finance director to ensure timely receipt and processing of invoices.

7. Database Management:

- Maintain and update the bespoke festival management database with relevant information for contractors, staff, volunteers, and guests.
- Assist with artist liaison information updates as needed.

Key Skills and Qualities:

- **Organizational Skills:** Ability to manage multiple tasks and deadlines simultaneously in a time-sensitive environment.
- **Communication:** Strong communication skills, with confidence in directing teams and liaising with a range of stakeholders (crew, vendors, artists).
- **Problem-Solving:** Ability to think quickly and solve production issues on-site.
- **Budget Awareness:** Basic understanding of financial management, cost control, and working within allocated budgets.
- **Attention to Detail:** Precision in coordinating production logistics, staffing, and resource management.
- **Flexibility:** Willingness to work outside standard office hours during the lead-up to and during the festival.
- **Clean driving licence:** Ability to drive to rural office location.

This role is ideal for someone early in their production career who is eager to gain experience in large-scale event management and technical production.