

PRODUCTION & LOGISTICS CO-ORDINATOR (Freelance)

We are looking for an exceptional production and logistics specialist to support our small, passionate team across a number of specific projects.

Pay: £117 per day plus holiday pay. Equivalent of £27k per annum pro rata (including contribution for NI & pension)
Contract: Freelance (ongoing)
Location: Bristol – office based
Hours: 1-2 days per week

ABOUT CIRQUE BIJOU

Cirque Bijou pushes the boundaries of contemporary circus, street theatre and spectacle, seeking out the new, unexpected and extraordinary to create unforgettable and exquisitely-crafted shows for any stage or space.

We are leaders in the creation of innovative and groundbreaking shows with and for communities and clients worldwide, with emerging and world class artists, and for audiences of fifty to tens of thousands.

Our varied portfolio spans creations for arts and commercial festivals, public and private commissions, corporate events and parties, and rock and roll and stadium tours. We are experts in creating new artistic work with high production values for large-scale commissions.

A key project of the company is Extraordinary Bodies, an Arts Council-funded partnership project that is leading the way for integrated circus in the UK.

THE ROLE

This is a freelance role on an ongoing basis, to support the company on a number of specific projects in 2021 as we begin our journey out of lockdown. A job for an organised, practical and proactive multi-tasker, it requires confidence, resourcefulness, a head for numbers, and a keen eye for detail.

Responsible for overseeing the production side of our work, including all logistics, this role is crucial as we get back on our feet and move towards live events post-COVID. You will need to communicate effectively and efficiently between different departments, working autonomously and within a team to drive the work you are given forwards.

Although we would prefer the production and logistics co-ordinator to be based in the Bristol area, we are also open to applications from outside of Bristol as we can support remote working.

RESPONSIBILITIES

Planning, coordinating and managing logistics for mid to large-scale projects, shows and events - both public and private

- Research and planning
- Liaison and coordination with clients, creative teams and production subcontractors to ensure the necessary technical and logistical specifications are in place
- Estimating, negotiating and managing complex, multi-stranded budgets
- Creating and implementing schedules

PERSON SPECIFICATION

Essential

- Minimum 5 years' experience in the arts and events industry or an industry with transferable knowledge
- Demonstrable expertise and understanding at a high level of the production, technical and operational planning requirements of live events
- Experience of managing large-scale budgets
- Excellent communication skills – ability to liaise between clients, artists, crew and team members appropriately and responsibly
- Excellent attention to detail with an aptitude for logistics
- A proactive, positive and confident team member used to working with colleagues on all levels
- Ability to work independently managing time, competing priorities and resources in a structured way
- Effective decision maker and resourceful problem solver
- Excellent IT knowledge including Mac programs and excel

Additionally Useful

- A passion for live events
- Good understanding of the circus / physical performance events industries
- Experience of working on large-scale commercial and public events
- Project management experience
- Interest in inclusive working practices and/or experience planning access provision
- Knowledge of health and safety best practice
- Technical knowledge
- Experience of writing budgets
- Experience of working with local authorities and communities
- Experience managing teams
- Strong negotiation skills

FURTHER INFORMATION

Company Ethos

Cirque Bijou are a small and passionate team with a hard-working ethos and a flexible working environment. We take pride in our reputation and the work we create and are committed to sustainability, diversity, equality and accessibility in all that we do.

Access

We are committed to diversifying our team and will interview a wide range of applicants for this role. Any D/deaf and disabled applicants fulfilling the basic criteria for the role will be interviewed. If you have any specific access requirements for the interview, or foresee any barriers to the proposed way of working, please let us know and we will do our best to accommodate.

HOW TO APPLY

Please send us a **cover letter** (no more than 1 side of A4) telling us why you are applying for this position and why you are suitable for the role. Alternatively, if you prefer, you can send us a Vimeo link to a maximum **2 minute video** (e.g recording to a smartphone camera) answering the same question.

Please also send us your **CV** (no more than 2 sides of A4) detailing relevant work experience and qualifications that recommend you for this role.

If you have any questions regarding the role or would like to speak to someone in advance of applying, please call **0117 902 9730** and speak to Kate.

Deadline: Monday 22 March 2021, 8am

Send to: kate@cirquebijou.co.uk

What happens next

If you are shortlisted, we will contact you via email or telephone to invite you to interview.

We will be meeting shortlisted candidates in late March/early April via zoom. We will ask you to undertake a short excel test prior to your interview.

Thank you for your interest in this role and we look forward to receiving your application.

