



PRODUCER/PRODUCTION MANAGER

Freelance project-based role for an exciting large scale outdoor arts project

Salary:	Negotiable dependent on experience
Contract:	February – July 2022, freelance contract
Location:	Office based or homeworking with some onsite work
Hours:	Approx three days a week (hours negotiable)

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 contemporary circus, spectacle and street theatre for arts and commercial festivals, public and private commissions, corporate events and parties, rock and roll and stadium tours and arts-funded work through our project Extraordinary Bodies. We are experts in creating new artistic work with high production values for large-scale commissions.

THE ROLE

Cirque Bijou are producing a large-scale mobile performance as part of the Queen's Platinum Jubilee Pageant, 5 June 2022.

We are looking for a highly experienced, freelance events professional to manage and deliver the project alongside our Artistic Director and the wider Cirque Bijou team. With broad production and events experience and a practical and hands-on approach, you will be confident planning and executing this high-profile project and leading an excellent team to achieve our unique creative vision and exciting technical plans.

This is a project-based role, largely office based or homeworking with some onsite working especially during May and June.

MAIN RESPONSIBILITIES

- Planning, coordinating and managing production in advance and onsite for a large-scale travelling float and performance as part of the Queen's Platinum Jubilee Pageant, 5 June 2022
- Supporting the Artistic Director's creative process, offering producing and production management to the project with the support of the wider Cirque Bijou team and resources. Including float design and build, costume design and make, performance planning and rehearsal
- Liaising with with artists (both professional and non-professional), technical suppliers, designers and makers, the client and production teams for the build, the processional route and the rehearsals
- Overseeing project management, scheduling and contracting plans for artists and crew with support of the wider Cirque Bijou team
- Overseeing health and safety planning and procedures including creation of method statements and RAMS for the project and managing their implementation onsite

- 🌙 Ensuring marketing deadlines are met, with support of the wider Cirque Bijou team
- 🌙 Managing the project budget alongside the Artistic Director
- 🌙 Ensuring the work complies with the client's and the company's policies around equality and diversity, health and safety, safeguarding and child protection, sustainability and data protection

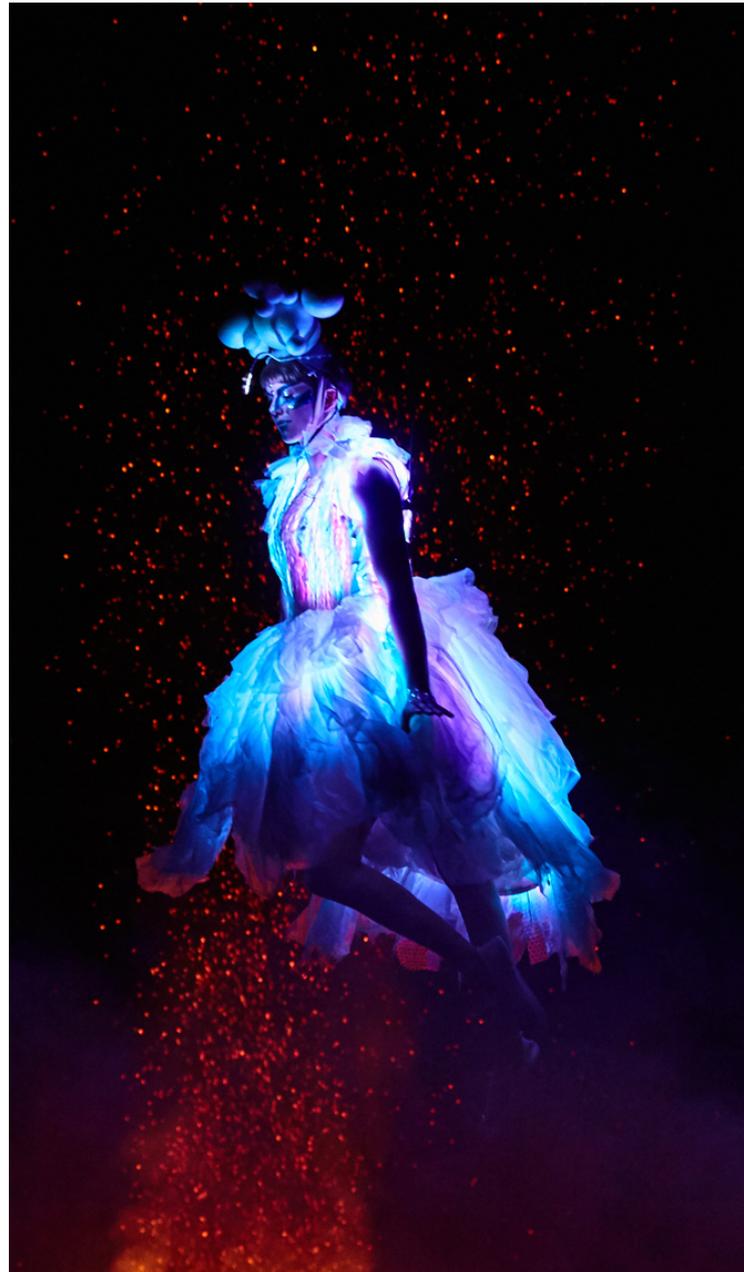
PERSON SPECIFICATION

Essential Experience/Skills

- 🌙 Managing large scale creative projects and live events
- 🌙 Technical knowledge - both writing technical documentation including event plans and RAMS, and onsite with subcontractors
- 🌙 Working as both project/production manager and producer
- 🌙 Leading and managing large teams of people - excellent communication skills and ability to prioritise tasks, organise yourself and your work and support people
- 🌙 Managing and reporting on large budgets
- 🌙 Developing partnerships with a range of stakeholders, good presentation skills
- 🌙 Confident, proactive and hands on approach - excellent problem solver, likes a challenge, ready to get hands dirty!
- 🌙 Efficient and resourceful individual with confident decision making skills and excellent judgement
- 🌙 Excellent IT skills including Mac and office packages

Additionally useful Experience/Skills

- Working with Local Authorities and other public bodies
- Experience managing parades and carnival performances/outdoor arts
- Engaging with community projects, especially as part of performance/arts work - managing volunteers, communicating effectively and understanding the needs and requirements of different groups involved
- Interest in and experience of access provision for artists and audiences
- Show calling and/or other show-specific skills such as CAD drawing and rigging for performance (production management/stage management training could be useful)
- Relevant Health and Safety training
- Knowledge of/interest in/experience working with circus artists and/or urban artforms/sports
- A full clean driving licence, with a willingness and ability to drive larger vans



FURTHER INFORMATION

Company Ethos

Cirque Bijou are committed to sustainability, diversity, equality and accessibility in all that we do. We take pride in training and developing our staff.

Access

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 specify if you are invited to interview.

How to apply

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

Please also send us a **cover letter** telling us why you are applying for this position and why you are suitable for the role.

Your application should be sent to office@cirquebijou.co.uk.

Deadline: 9am Monday 10th January 2022

Interviews: Thursday 20th January 2022

If you have any questions regarding the role or would like to speak to someone in advance of applying, please email office@cirquebijou.co.uk with your phone number and ask us to call you about it.

What happens next

If you are shortlisted, we will contact you via email and/or telephone to invite you to interview. Interviews will be at our office in Bristol or online. 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.