



EVENT MANAGER OPPORTUNITIES

ABOUT PINWHEEL

Pinwheel provides independent creative producing and consultancy services in outdoors arts, major cultural events and festivals. Based in North Tyneside, the company delivers projects across the country as well as those which are embedded within the North East region. Pinwheel is led by Director Katy Fuller who has worked on some of the country's most iconic outdoor events over the last 20 years.

Pinwheel's work is driven by the twin principles of delivering exceptional, high quality and accessible experiences to the broadest possible audiences and supporting artists to push boundaries and create their best work. Whether working with local authorities, cultural partners, participants or artists Pinwheel is always striving to deliver the highest quality experiences with the fewest barriers to engagement.

RUGBY LEAGUE WORLD CUP 2021 CULTURAL FESTIVAL EVENT MANAGER OPPORTUNITIES

Background

RLWC2021 Cultural Festival is an ambitious, inclusive, multi-disciplinary festival bringing together audiences for sport and art around the RLWC. Taking place in four of the tournament host cities, the festival will amplify the tournament's strapline of "The Power of Together" and celebrate inclusivity and positive social impact.

The Rugby League World Cup was originally scheduled to take place in England in October and November 2021. However, in August of that year, the difficult decision was taken to postpone the tournament, primarily due to the restrictions around international travel caused by the global pandemic. The RLWC2021 will now take place in 2022 running from 15th October to 19th November. The event consists of three World Cups - Men's, Women's and Wheelchair - all taking place at the same time and features 32 teams from 21 unique nations.

The Cultural Festival has also been rescheduled for 2022 thanks to a significant investment from Arts Council England which has been rolled forward. The programme includes a major new outdoor performance delivered in the four cities, an epic touring public art and poetry commission and a programme of engagement projects rolled out across 40 Library Services.

Pinwheel is the Creative Director and Producer for the Cultural Festival and the partners are: RLWC2021; Leeds 2023, Newcastle City Council, Hull City Council, Greater Manchester Combined Authority and Libraries Connected.

Power of Performance

Power of Performance is the working title for a new outdoor show being created as part of the RLWC21 Cultural Festival. The show will be performed in 4 cities across the North of England in October/November 2022.

The piece will involve a central cast of professional dancers, a cohort of local professional performers and a participant cast. It will be designed to work for an audience of 10-15,000 in each location and will include flexible production design, rigging and special effects.

Power of Poetry

Power of Poetry is the public art strand of the program which will consist of mobile artworks which will tour various locations in the 4 cities for the 5 weeks of the tournament in October/November 2022.

Event Manager Overview

Event Managers will form part of a delivery team which includes a Head of Operations responsible for overall delivery of the production and event management and Production Managers and Producers working centrally on each programme strand. The Event Managers will provide key production, event and logistical support in each location. We need a designated Event Manager for each location, but will happily consider where it is possible for candidates to take on more than one location where they have suitable experience and availability.

Roles and Responsibilities

- Work with the Head of Operations to develop event delivery plans for the events in one of the 4 locations
- Work with the Power of Performance and Power of Poetry Production Managers to ensure all equipment and staffing required locally is provided.
- Advise on suitable locations and site planning for the Power of Poetry
- Advise on site planning and produce detailed site plans for the Power of Performance.
- Scope required event infrastructure for both strands of the programme
- Source and manage contracts for required event and site infrastructure
- Work with the Head of Operations on development of the Event Management Plans
- Provide the main point of contact in the SAG process for both strands
- Work with the Head of Operations to ensure all licences, traffic orders and associated permissions are obtained for both strands
- Manage the budget for the event infrastructure
- Source and manage required local staffing including stewards, security and medical
- Produce Risk Assessments and Method Statements for the event
- Manage Health and Safety of the event in each location
- Work with the rest of the delivery team to produce a detailed schedule for the event and ensure this is communicated
- Organise suitable welfare facilities and catering for all staff and artists
- Manage the build and de-rig of the event infrastructure in each location

Person specification

- A proven track record working as an event manager / production manager on outdoor cultural events
- In depth knowledge and experience of Health and Safety processes for large scale unfenced outdoor events in an urban environment
- Experience working in the city/location applying to work in and good local contacts
- Experience and willingness to work as part of a larger delivery team
- In depth knowledge of production infrastructure and technical systems for outdoor events
- Knowledge of current health and safety legislation essential.
- Experience managing integrated Health and safety management systems for events.
- Experience managing complex budgets and financial processes
- A relevant Health and Safety qualification
- Good communication and management skills
- Full UK Diving licence

Dates

These are freelance contracts, preferably with an immediate start and running to December 2022. It is expected the commitment will be around 15-20 days per location.

The Power of poetry will run in the 4 cities concurrently from 15th October until the 19th November.

The dates for the Power of Performance in each location are listed below. The Event Manager would need to be available for these dates plus get-in /get-out in the location/s they are applying for.

15th October – Newcastle

22nd October – Hull

28th October (tbc) – Leeds

18th November – Manchester

Fee

The fee for the Event Manager roles will be around £6000 per location dependant on final requirements and contracting.

Responses

To respond please send a copy of your CV with short covering statement including which of the locations you would be able/willing to work in and your previous experience working there as well as details of your general availability over the next 6 months.

This opportunity will remain open until suitable candidates are found. However, time is of the essence, so if you intend to apply please indicate this by email asap, following up with full details in due course if necessary.

Please send responses to steffi.schofield@pinwheel.org.uk

Any questions to steffi.schofield@pinwheel.org.uk