

## Project Manager/Creative Producer

# Job Description | Person Specification

### Primary Purpose

The Project Manager/Creative Producer is responsible for providing high quality project management in year one of a new food and drink festival for Liverpool.

The role is responsible to the festival steering group and for the vision and creative execution of the festival. You will ensure all project delivery duties, keeping the team on track and focused on delivery, in line with the agreed budget, time and quality boundaries.

You are experienced in project managing and creatively producing ambitious festivals of profile and scale, working alongside multiple stakeholders, talent and media, and you are well versed in how to immersively engage with audiences, delivering world-class programmes that excite, surprise and delight.

### Main areas of responsibility

- Responsible for the artistic vision, creative direction and execution of the festival's four-day programme.
- Oversee the successful engagement of the food and hospitality sector, driving venue participation in the festival.
- Oversee the festival's surrounding fringe programme to ensure engagement with the visitor economy sector via relevant membership groups and organisations, maximising sector awareness, support and participation.
- Developing and maintaining project management documentation – (Project Plans, and Risk Register etc. Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating with the festival Steering Group as appropriate.
- Maintaining Festival CRM & Team working systems/software, adding, tracking and updating relevant contacts and tasks as needed.

- Ensuring funding partner and economic outputs are delivered against.
- Work closely with project team, Event Manager and colleagues to assist to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.
- Assisting with managing the project budget - working closely with the Event Manager and funding partners to ensure that there is thorough understanding of the financial position of the project.
- Leading all project-related meetings, workshops and events ensuring accountability of relevant actions.
- Ensuring the preparation of steering group reports, briefing papers and other documents, as required, working closely with the festival steering group and drinks brand festival partner.
- Participating in work to continuously improve festival delivery.
- To ensure all elements of project planning and delivery are in line with the festival values, socially, ethically and environmentally.
- Adhere to all funding partner commitments to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

### Person Specification

#### Key characteristics

- A desire and passion for festival production
- A love of Liverpool, it's people and a passion for food and drink
- Strong project management and organisational skills
- Creative thinking and problem-solving ability.
- Business experience.
- Management experience.
- Festival production experience.
- Great contacts and connections.
- Drive, persistence and assertiveness.
- Knowledge of media and communication.
- The ability to work well under pressure.
- Leadership skills.
- To be thorough and pay attention to detail.
- The ability to use your own initiative.
- To be flexible and open to change
- To thrive under pressure
- Detailed-oriented with constant eye on the bigger picture
- Active listener and collaborator
- Proactive and intuitive
- High emotional intelligence
- Foster good relations
- Be driven and do what it takes to ensure things are done well and on time
- Delegate firmly
- Be inspirational, motivating people around you

- Anticipate the needs of your team and make sure the team have what they need to bring out the best in them.
- Anticipate problems – think about the future and foresee problems that might arise and then avoid or divert them