

Submerge

Job Description

Festival Producer: Submerge 2022

About Us

Submerge (@submergefest) Submerge is a Manchester based queer-led producing organisation and international festival of visceral contemporary performance, music, and creative technology.

The biennial Submerge Festival acts as a conduit between the underground and the mainstream, advocating for wild ideas, and amplifying marginalised perspectives within contemporary arts practice.

The next edition of Submerge Festival takes place in Manchester in March 2022.

The Role

This is an exciting opportunity for an experienced producer to join the delivery team for Submerge 2022, which returns between 8th–27th March 2022 throughout arts and music venues and sites across Manchester.

The role will suit an experienced producer who has experience of working on festivals, participatory projects and contemporary performance, and who cares about developing audiences for bold new work.

Key Duties and Responsibilities

You will work closely with Submerge Artistic Director and Assistant Producer on the delivery of Submerge Festival 2022 including:

- Lead on the successful delivery of the festival programme, working closely with artists and partners, including recruitment of participants for participatory projects.
- Project manage all festival events, in collaboration with the wider Submerge team.
- Lead on liason with festival venues and sites, including ensuring necessary permissions and licenses are in place.
- Organise tech for each event and create clear risk assessments, event plans, front of house, box office, staffing and volunteer plans for each site.
- Lead on the pastoral care of artists performing at Submerge, including managing artist travel and accommodation, and ensuring artists meet visa requirements etc for any artists visiting from overseas.
- Lead the coordination of all associated workshops/residencies/talks and parties.
- Manage and delegate work to Assistant Producer and freelance events staff
- Ensure budget lines for specific areas of responsibility are up-to-date and on budget.

- Be an active and generous member of the Submerge team, willing to contribute to a range of tasks to make sure the festival runs smoothly.

About You

Successful applicants will:

- Have at least three years' producing experience.
- Have experience of working flexibly and responding quickly to shifting parameters.
- Are highly organised with strong administration skills.
- Have experience of managing complex budgets.
- Have experience of artist liaison.
- Have excellent literacy and numeracy.
- Have excellent knowledge and understanding of Microsoft Office, particularly Excel.
- Have excellent communication skills.
- Are a fixer and a problem solver.
- Have experience of managing volunteers, interns and placements.
- Have a passion for theatre and the arts.

It would also be great if you have...

- Experience of working internationally.
- Experience of marketing and audience development.

Key Information

Title	Festival Producer
Fee	Set fee £3000 (£150 Day x 20 Days)
Hours	Flexible freelance contract
Locations	Manchester (Home working & some in person work/meetings)
Responsible to	Submerge artistic director
Application Deadline	Friday 18th February 2022 (5pm)
Interviews	Monday 21 st Feb 2022
Ideal Start Date	Immediate

To Apply

To apply for this role please email mike@submerge.me with the subject line Submerge Festival Producer application and the following materials:

1) A cover letter OR a video or an audio file (no more than 4 minutes long) answering the following questions and demonstrating how you meet the requirements of the role:

- a) How do your skills fit the duties and responsibilities described above?
- b) What difference would you hope to make in taking on a job like this?
- c) What specific experience you've had makes you a good candidate for this role? (You could talk about a system you've implemented or an achievement in a previous role.)

2) An up-to-date CV (no longer than two sides of A4.

If you would like to arrange a conversation about the role with Submerge Artistic Director Mike Pony, please email Mike@submerge.me

Deadline for applications: 18th February 2022, 5pm

Equal Opportunities Monitoring

Submerge believe our work is be stronger with greater diversity, and would particularly like to receive applications from people who identify as part of the global majority, trans and non-binary people, and disabled applicants. We understand that we all bring our experiences, our backgrounds and our own unique lens to what we do, and in growing our team we are not expecting individuals to represent specific groups or demographics.

**If making an application, please complete our [Equal Opportunities Demographics Form](#).
Thanks!**