

Kala THE ARTS

SOUTH ASIAN DANCE AND MUSIC

Kala The Arts is an Arts in education charity based in Hampshire. Based in Hampshire Kala The Arts is an award-winning Arts in Education charity and a national portfolio organisation of Arts Council England. For over 25 years we have created and delivered South Asian Dance workshops, training programs, productions, performances, workshops, and exhibitions across Hampshire. For the last 4 years KTA has led and organized middle scale events with local councils and businesses. We are one of two organisations in the UK which develops and promotes classical Indian Odissi dance under the artistic leadership of Sushmita Pati.

We are looking to employ a part time experienced Production manager to drive forward the vision and sustainability of the organization. You will be part of a dynamic and creative team of staff, volunteers and committed Trustees.

JOB DESCRIPTION of PRODUCTION MANAGER (KALA THE ARTS)

Job Title: Production Manager

Reports to: Artistic Director & CEO

Responsible for: Festival Logistics and Programme

Period: for 30 days over a period of a year

Place of work: Hybrid but will involve working primarily in North Hampshire & Berkshire for 15 of those days.

Pay: £6000 + £1500 subsistence

The Production Manager will take a lead on the effective planning and delivery of Kala's outdoor programmes, our Light it Up "Diwali" Festival programmes across multiple sites. The role will be vital to the success of the festival, involving working closely with communities, artists, schools and creatively working alongside Kala's Artistic Director and CEO.

The Production Manager will need considerable knowledge and experience of programming Arts outdoors, dance and related arts, and also of working with and managing programmes in outdoor locations ensuring full compliance with all the relevant legislation.

Job Description and Requirements

Considerable experience in creatively working on large and medium sized productions and knowledge of programming Arts and dance.

Work with Kala The Arts to put together and deliver Kala's larger programmes.

this will include Kala's Light it Up 'Diwali' outdoor programmes.

Liaise and attend meetings with other cultural arts organisations and promoting KTA at those networks.

Undertake all relevant administration including correspondence with staff, artists, venue, partners, councils and suppliers.

Attend programme, partner meetings and site visits as required

Ensuring the programmes run on time and within budget

On site safety during the performances, parade and workshops, ensuring the safety and security of performers, participants and the public.

Implementing all the company's procedures and policies

Implementing safety, health, environment and quality requirements

Physical ability to lay down and take up wooden dance staging

Person Specification

- Considerable knowledge of and experience in programming Arts and culture and ambitious
- Demonstrable experience of project management of mid-scale and large outdoor events
- Experience of managing events and being responsible for and for implementing safety, health, environment and risk assessments
- Experience of working within operations and event production, ideally outdoor festivals and public realm projects.

A team worker and troubleshooter

- Experience of managing project budgets on target.
- Strong and proven administrative skills.

A positive attitude and willing to succeed

- Ability to self-manage and self-motivate.
- A collaborative attitude and ability to work within a small, committed team.
- Flexibility, commitment and the ability to multi-task.

Excellent communication skills and networking skills.

How To Apply

To apply for the role please submit:

- CV (no more than 2 pages and including at least two referees)
- Equal Opportunities Form

- Short supporting statement (500 words max) highlighting how your specific experience relates to the role
- Any links to online examples of your previous work relevant to this role
- Your availability between May to End of January 2025. (30 days in that period)

Please send your application to office@kalathearts.co.uk with Production Manager as the subject field.

The closing date for applications is 29th of March.

Interviews are expected to take place 1st week of April 2024

As we receive so many applications, we're unfortunately unable to reply to each one individually, therefore, if you have not been contacted by end of April please assume that your application has not been successful on this occasion.