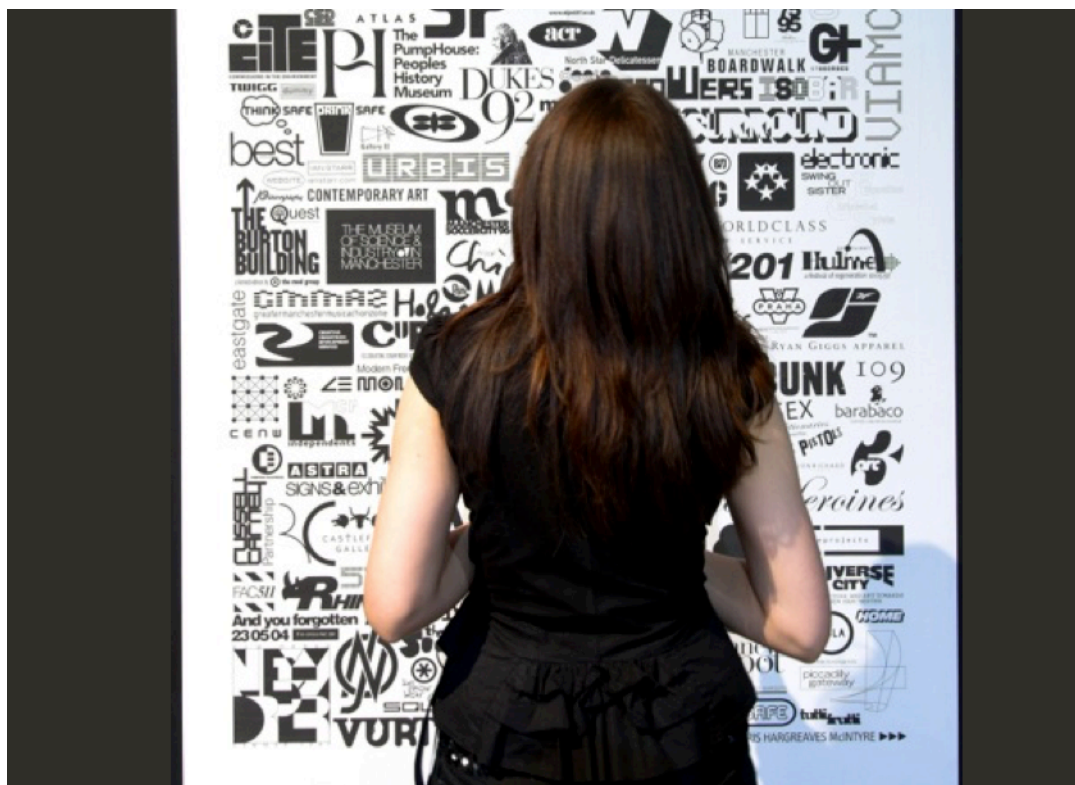


## PRODUCTION ASSISTANT VOLUNTEER BRIEF



### What do I have to do to be a production assistant?

- Be available to work in Manchester between mid-November and December 2015
- Be willing to commit a regular period of time to become familiar with the process and procedures required to deliver a festival
- Carry out a minimum of 5 x 6 hour shifts (ideally working with the team throughout the festival)
- (Desirable) Have some experience of event management, office work and familiarity with office software

### What does a Production Assistant do?

Production assistant roles are hugely varied and require a mixture of skills in events, administration, and marketing:

- Assisting the production team to deliver an ambitious Light Festival in Manchester City Centre
- Artist Liaison, transport and travel arrangement
- Production marketing, press and PR
- General office duties to maintain a good working environment
- Evaluation data gathering
- Documentation of the event

Production Assistants get an oversight on the running of the entire festival. They work at both ends of the creative and administrative spectrum and have to be adaptable and resourceful enough to cope with a constantly changing workload. The ability to prioritise in a fast-moving environment whilst keeping calm is essential. As is the understanding that large productions can only be delivered when every aspect of the company is working in tandem – no matter what the task in hand.

During the festival you will work closely with the creative director, marketing director and project coordinator to ensure everything is in place for a smooth running festival, the event runs safely and the whole production is closed properly. Best suited to someone who is interested in the business of art this role will allow volunteers to work at the heart of a major event giving invaluable experience of the workings a large scale public event.

Apply at <http://www.enlightenmanchester.co.uk/take-part/>