



Job Description: Event / Festival Operations Manager

Hours	Full Time: 37.5 hrs/Week
Location	Bristol
Reports To	Managing Director & Project Managers
Salary	£26,500-£32,500 (depending on experience)
Contract Type	Permanent

IN A NUTSHELL

We are looking for an experienced, dynamic, motivated and passionately ethical Event Operations Manager to join our amazing team as a long-term member to play a leading, central and developing role in the planning and delivery of our portfolio of events including Shambala Festival and Starry Skies.

ABOUT US

Kambe Events has a 20 year history of producing award-winning ethical and creative events. We strive to help make a better world through all of our activities and actively live our core values of social justice, community and environmental responsibility.

Shambala Festival is our flagship show and we have several smaller in-house events. We also produce events for third parties, provide a variety of consultancy services and have other interests as part of a diverse portfolio of activity.

We are a team of 11, with 5 founding directors and 6 employees working alongside a wider family of long-term freelancers. The team is mostly based at our offices in Bristol. We have a bright future ahead of us with inspirational projects in the pipeline and a drive to embrace modern, inclusive and ethical work practices.

JOB OUTLINE

The Event Operations Manager will hold overall responsibility for the planning and delivery of all operational aspects of our in-house events, contract events and relevant consultancy contracts.

They will be directly hands on in this role for our major events and contracts.

For our smaller projects, they will oversee and guide the operational planning and delivery. They will provide methodology, systems and working templates to ensure our ways of working are consistent and excellent. They will line manage, mentor and train the individuals who are holding the operations role for our smaller projects in order to disseminate knowledge and experience amongst the wider team to develop the team's skills and capacity.

The role requires being available to work onsite for all of our events. As a guideline, this will be approximately 6 to 8 weeks of each year and will include weekends and nights.

We are looking for someone to join the team for the long-term and intend that the successful candidate will grow and develop with Kambe Events and be a central part of the company and its future.

A Note on 2021 Plans:

For obvious reasons, 2021 is set to be a challenging year with the level of activity that will be permitted being far from certain, but, there are currently 2 likely scenarios.

Firstly, if we are to proceed with Shambala 2021, the Shambala Operation Management role is already covered but you will shadow this role to become familiar with it in preparation of taking it on in the future. In this scenario you will be focussing on our smaller events and projects.

Secondly, if we are not permitted to proceed with Shambala, the bulk of your role will be developing and delivering alternative activity (currently in planning).

We are confident that Shambala 2022 will be able to proceed and this will form the bulk of your role moving forward.

The key responsibilities of the Event Operations Manager include:

- Preparation of Event Production Schedules
- Production of Event Management Plans (EMP)
- Oversight of event safety, working with a H&S Advisor where necessary
- Licensing – Licence & permissions applications, liaison with Statutory Consultees and Safety Advisory Group (SAG)
- Procurement and recruitment of Operational contractors and staff
- Oversight of crew, artist and public accreditation
- Transport management planning
- Event Control management
- On site overall event management
- Security and Stewarding management

We are a small team and there will be tasks that fall outside of the above key responsibilities– you need to be flexible and willing to adapt to requirements.

ABOUT YOU

We are looking for an experienced, dynamic, motivated and passionately ethical Event Operations Manager to join our amazing team as a long-term member, to play a central role in planning and delivering our portfolio of events and projects.

ESSENTIAL SKILLS & EXPERIENCE

- Demonstrable significant festival manager / operations experience
- Excellent IT literacy including Excel, Word, Dropbox and Google Drive
- Highly organised
- Excellent time management skills, ability to prioritise and to multi-task
- Excellent communication skills
- Experience of managing event Health & Safety and creating risk assessments
- Experience of managing project budgets on target
- Experience of line management and training
- Excellent attention to detail

DESIRABLE SKILLS & EXPERIENCE

- Experience of working with Eventree event management software
- Experience of working with Asana project management software
- Experience of working with Vector Works
- Experience of Event Site Management
- Driving Licence
- First Aid Certificate
- Plant certificates
- Health & Safety Qualification (such as IOSH)

PERSONAL ATTRIBUTES

- Great team player
- Flexible and adaptable
- Willingness to work on site for periods of time
- Calm under pressure
- Creative and innovative
- Independent thinker
- Proactive problem solver
- Passion for festivals and the arts
- Interest in environmental and social issues

WHAT WE OFFER

- Annual leave of 33 days including bank holidays
- Pension Scheme
- A friendly and supportive work environment
- Opportunity to work in an exciting, innovative and ethical organisation

HOW TO APPLY

Please submit your CV and a cover letter explaining why you are suitable for this role by 5pm on **9th April 2021** to info@kambe-events.co.uk

Applicants will be shortlisted and notified by **15th April**.

Interviews will be held on **22nd April** in Bristol, if permitted, or via Zoom.

Please be available for interview on this day and make this clear in your cover letter along with the earliest date that, should you be successful, you will be able to begin employment. We are aiming for the right candidate to start at the beginning of May 2021.

Kambe Events operates under UK Employment Law and we will require evidence of your right to work in the UK at interview stage.

KAMBE'S CORE VALUES

Kambe has always been committed to a sustainable and greener future for all. We believe the events industry has an important, inspirational role, to play in this future. As such, we work to stringent ethical and environmental standards.

Environmental and social impacts are key considerations in all decision making processes of the organisation and in our working environments. Kambe places value on the intrinsic links between people, planet and profit. We strive effectively to reduce our carbon footprint, reduce waste, conserve natural resources, reduce energy consumption and support new technological development.

Members of our team will work with clients and colleagues in a professional, friendly, reliable, pragmatic and committed way. Kambe places emphasis on training, continual professional development and regularly re-visiting industry best practise.

Kambe strives to be fair and clear in our dealings with everyone, whether client, contractor or festival goer. We support increasing accessibility and equality in the events we are involved in and are genuine in our pursuit of providing safe, enjoyable and good value experiences for all.

EQUAL OPPORTUNITIES

It is the policy of Kambe Events to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore, Kambe Events will ensure that no requirement or condition will be imposed without justification that could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Kambe Events is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.