



PRODUCER: BRISTOL OPEN DOORS APPLICATION PACK

THE ARCHITECTURE CENTRE

We are seeking an exceptional individual to produce the major citywide festival Bristol Open Doors. You will be highly organised and will lead on delivering a successful programme of events across the city's venues and spaces. Bristol Open Doors is an annual festival of place that celebrates the past, present and future of design in Bristol and attracts tens of thousands of visitors.

Founded in 1996 and situated on Bristol harbourside, The Architecture Centre is a world-leading centre of excellence for urban design and creative placemaking. A registered charity, our aim is to promote better buildings and places for everyone. Our work showcases the value of good design and the social, environmental and economic benefits of a better built environment.

ROLE SUMMARY

Job Title: Producer

Employment Basis: 2.5 days per week

Salary: £28,000 pro rata

Employer: The Architecture Centre

Location of Post: The Architecture Centre, 16 Narrow Quay, Bristol, BS1 4QA

Reporting to: Marketing & Communications Manager

Probationary Period: 2 months

Period: 6 months, with a possibility to extend

Holiday: 25 days, plus bank holidays pro rata

It is critical that that you are available for the festival (10 – 12 September) and the month beforehand.

All offers of employment are subject to the receipt of satisfactory references.

THE ROLE

Are you an ambitious producer that can make exceptional events happen? Do you have strong digital communication skills and understand how to build excitement for an experience?

With experience in working in a fast-paced environment creating high quality events, you'll work closely with the Marketing & Communications Manager to ensure we engage audiences through compelling story telling and drive ticket sales.

Bristol Open Doors festival is made with the city and the producer facilitates the contributions of over 50 partners to the programme. You'll need an excellent understanding of modern communications tools to manage this efficiently.

This an exciting opportunity to work on a high profile festival that creates innovative and unique events, tell stories from new perspectives and offers access to the city's forgotten spaces.

MAIN RESPONSIBILITIES

- Plan, co-ordinate and deliver an inspiring and sustainable Bristol Open Doors programme with a range of stakeholders including local venues across the city.
- Implementation of a new booking strategy with Patronbase.
- Work with the Marketing & Communications Manager on reporting of ticket sales and ensure target ticket income and audience experiences are delivered.
- Recruitment and management of volunteers (including training), interns and production support as required.
- Coordinate audience feedback through digital platforms (SurveyMonkey) and produce a post festival evaluation report of Bristol Open Doors.
- Ensure all programme is carried out successfully and safely.
- Be prepared to host public events where required.
- Co-ordination of the wider Bristol Open Doors Advisory board.
- Budget management for Bristol Open Doors.
- Post festival in September, evaluation is completed and fundraising for the next Bristol Open Doors begins.

SKILLS

- Experience of organising successful festivals and large-scale events and managing multiple stakeholders.
- Marketing and communications skills.
- Strong digital skills and experience, including using social media channels to promote events.
- Excellent organisational skills and strong project management.
- Experience of managing volunteers.
- Budget management experience.

DESIRABLE

- Understanding of the needs of different audiences within the culture and heritage sector.
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APPLY

Please email juliet.simpson@architecturecentre.org.uk with a current CV and a letter of application outlining your interest in and suitability for the role. Please refer specifically to the Main Responsibilities and Skills sections, ensuring your letter is no longer than two pages.

This is initially a 6-month contract. From October, we enter a period of fundraising and sponsorship development for the next festival. There may be an opportunity to remain in employment for this.

Deadline: 9am on Monday 5 April

The Architecture Centre is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

