

DELIVERANCE

Produced by Vanishing Point

Made by Brite Theater

Concept and text Kolbrún Björt Sigfúsdóttir

Brite Theater and Vanishing Point are seeking a Project Manager to ensure the smooth running of *Deliverance*.

ABOUT DELIVERANCE

Deliverance is a unique performance experience that will happen within people's own homes, across Scotland. *Deliverance* is a performance that the audience perform in their own homes. A set of instructions, which comes in the shape of a small booklet, is delivered, or in some cases posted, to audience members. A lot goes on behind-the-scenes to make this performance happen – the Project Manager will manage this operation to ensure everything runs smoothly.

Job Title: Project Manager

Fee: £5000

Dates: 17th May – July (weeks to be confirmed)*

Hours: A detailed schedule will be provided though you should expect to work evenings and weekends

Role: To oversee the day-to-day running of *Deliverance* at approximately 8 partner venues (to be confirmed)

Location: Remote working – can be done from home

Other requirements: You must have access to a computer and the internet and have a mobile phone that you can use

**There is the possibility that this could be extended – this would be discussed with you in advance, and you would be paid for any additional time.*

Responsibilities:

- Manage the day-to-day running of the performances of *Deliverance*
- Manage the local performers, instructions and delivery schedules
- Liaise with venue box office to ensure correct audience data is captured, collated, stored
- Use audience data to create economical delivery routes for the performer
- Ensure that the local performers have the correct number of instruction booklets
- Post instructions for postal performances as necessary
- Collect and/or courier instructions to local performers
- Be 'on-call' during the performances should the performer require any assistance
- Report any issues to the Artistic Director & Administrative Producer
- Interact with audience members should the need arise
- Ensure project GDPR policies are adhered to

Person specification:

You should have experience of and enjoy managing and coordinating live events. You will have excellent organisational, logistical and interpersonal skills. You will enjoy a challenge and be adept at solving problems quickly.

Essential criteria:

- Minimum of 2 years Project or Stage Management experience
- Excellent communication skills – both written and verbal
- Interest in and knowledge of the performing arts
- Ability to work within a small team using your own initiative
- Experience in managing professional live performance / events
- Experience of creating and managing schedules for events
- Excellent interpersonal skills

- Experience of managing people
- Excellent IT skills and proficient with google maps and Microsoft Excel
etc

Desirable criteria:

- Experience of managing events in rural areas
- Geographic knowledge of Scotland
- Hold a UK Drivers License

How to Apply

To apply, please send your C.V. and a cover letter (no more than 1 A4 page) explaining why you are suitable for the role to el@vanishing-point.org (Eleanor Scott) with the subject **Deliverance Project Manager**. Please also complete and return an Equalities Monitoring Form (available on Vanishing Point website).

Deadline: 12 Noon, Monday 26th April 2021.

Interviews: w/c 3rd May 2021

Decisions made: 11th May 2021 - we aim to notify all successful and unsuccessful candidates by this date.

We welcome applications from all people and encourage those from under-represented groups to apply. If you would like to submit an application in a different format, please contact el@vanishing-point.org and we'll be happy to help.

www.britetheater.com

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