

## LABOUR PARTY CONFERENCE

Date: Sunday 22 – Weds 25 Sept 2024

Location: Liverpool



### FREELANCE PRODUCTION MANAGER – LABOUR PARTY CONFERENCE

[Creative UK](#) is the independent network for the UK Creative Industries, we champion, connect, support, and invest in creative people and businesses. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured. Our specialist Support programmes offer skills development, business support and investment opportunities to businesses and freelancers working across the UK creative sector.

We are convening many partners in a collaboration running multi-day programming at the Labour Party political conference, which is taking place Sunday 22<sup>nd</sup> September – Wednesday 25<sup>th</sup> September 2024 in Liverpool. This programme includes panels, cultural performances, and receptions with keynote speakers within a secure zone.

The Production Manager is required to be on-site in Liverpool to oversee event delivery from Saturday 21<sup>st</sup> September through to Wednesday 25<sup>th</sup> September 2024.

**LOCATION:** Liverpool/within proximity to Liverpool and able to be on site 21<sup>st</sup>-25<sup>th</sup> September 2024.

**CONTRACT:** Freelance, up to 40 days until 27<sup>th</sup> September 2024. Immediate start preferred.

**FEE:** up to £350 per day depending on experience *\*inclusive of any applicable VAT*

**TO APPLY:** Email your CV, cover letter and/or 1-2-minute video link\* to [jobs@wearecreative.uk](mailto:jobs@wearecreative.uk). **Deadline for applications at midday 10<sup>th</sup> July 2024**, interviews to take place virtually W/C 15<sup>th</sup> July 2024. Please complete our anonymous diversity and inclusion [survey](#). Immediate appointment preferred.

*\*Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

Please note we are not able to consider candidates based outside of the UK

### SERVICE SPEC

#### 1. Project Delivery

Project plan - working alongside Creative UK's Head of Events to oversee delivery of project plan for Labour Party conference activity, on time and to quality, including intervening proactively to mitigate key risks related to activity

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Coordination – to communicate consistently and professionally with all partners once programme has been set, to oversee event delivery including Creative UK members and additional secured sponsors - working alongside Creative UK’s Commercial Director and Director of Policy & Engagement

Production meetings - set up weekly Creative UK team meetings with agenda and track actions against project plan, mitigating issues and risks proactively

Leading wash-up upon project completion, including cross-Creative UK event evaluation, feedback forms issued to all partners and compiling for Creative UK review, and closing down any remaining activities

### **2. Venue & on-site execution**

Ensure venue (“marquee”) is contracted and use of the marquee is insured

Organise and oversee marquee activity in line with agreed event programme:

- Act as first point of contact for the Creative UK Labour Party conference programme with any partner involved
- Rota and staffing of marquee from Saturday 21 September to Wednesday 25 September
- fit out and dressing of the marquee including furniture/layout changeover with conference services staff
- Identification, securing, installation and use of all audio visual (AV) equipment.

Ensure fully authorized security access to pavilion for Creative UK on-site team (Policy & Public Affairs Manager, Policy & Engagement Manager, Head of Communications and Head of Events) and pre-agreed speakers/performers in the programme and within agreed budget

Catering – order and oversee required amounts of food and beverage

Produce risk assessment and ensure any adjustments to programme and project plan are made

Liaise as and when needed with satellite event venue to ensure coordination of activity

### **3. Speakers**

Liaison – working to the agreed programme, ensure speakers are booked for appropriate slots, arranging panel pre-meets for sessions and performance occur where necessary

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Speeches - any speeches to be on autocue and/or printed

Information and briefing - checking speaker names & spellings, job titles, biographies & photos on any collateral produced, as well as ensuring advance briefs per session within the programme are created and issued (with editorial authorization from Head of Communications and Director of Policy & Engagement)

### **4. Budget Management**

Manage Labour Party conference activity to agreed cost and ensuring suppliers are paid on time and to budget

Liaising with suppliers and securing the best deal possible for all activity

Finalising any estimated costs within project budget (without increasing cost overall)

Oversee booking of travel, hotel, and associated expenses for Creative UK core staff team (as identified above), speakers and performers to agreed budget

### **5. Delivery team**

Develop event staffing rota (drawing on the five agreed Creative UK staff identified above) adding in support from Creative UK partners in the collaborative model

Daily start and end of day briefing of Creative UK team at event

Manage working hours during event

### **Essential experience, knowledge, and skills:**

- Event management
- Strong written and verbal communication skills, able to build relationships and work well with internal and external stakeholders
- Effective time management and organisation skills
- High level of competence with Office365
- Budget management
- Based within proximity to Liverpool or able to travel to Liverpool for specified dates

### **Desirable experience, knowledge, and skills:**

- A good working knowledge of the creative sector

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NB. As a freelancer you will be expected to use your own tech hardware but will be provided with a mailbox and access to required data

*We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.*