



## **Art B&B\* Production Manager – Job Description**

**Duration:** 17<sup>th</sup> June 19 – 1<sup>st</sup> August 19 (1 week planning and 5 weeks on site)

**Fee: £4000 inclusive of travel and expenses**

(**note:** staying in the hotel may be an option if not a local resident)

### **Overall Description:**

This is a temporary but full-time freelance role coordinating the programme for the hotel fit out and multiple art installations in preparation for the Art B&B hotel opening on 1<sup>st</sup> August 2019

The Production Manager (PM) will be the main point of contact and supervisor for all physical installations that will take place in the building between 21<sup>st</sup> June (when the building reaches 'practical completion' by the main contractor and they hand back the refurbished building) and the 1<sup>st</sup> August (opening day). The installations will comprise a full range of activities from commercial contractors undertaking flooring finishes and painting and decorating to artists creating whole room installations or individual discrete works.

The PM will also be supported by Art B&B's two art commissioning leads (Garth and Joon Lynn); capital project manager (Dean); operational director (Gareth); overall capital project co-ordinator on behalf of the board (Michael) and there will be some technical support from a specialist art technician who will assist some of the artists with elements of their installation

### **Main roles and responsibilities**

1. **Programme Co-ordinator** - Ensure that commercial contractors; artists and other production specialists undertake their work in line with the 'programme of works' (which will be drawn up in advance) – co-ordinating and scheduling activities to ensure smooth and safe work flows.
2. **Site Supervisor** - Be the main site supervisor for all contractors; artists and their producers ensuring that they arrive on time, are suitably briefed and supported to be able to undertake their various projects. This will involve being on site for much of the 5-week period.
3. **Building Manager** – ensure that the building is safe and secure at all times with responsibility for ensuring that no access is allowed except to those

working for Art B&B. Responsible for the health and safety of those working in and visiting the building. Note: some artists/contractors will be staying overnight in the building for short periods.

4. **Main point of contact** – for all queries (dealing with them or swiftly directing them to the most appropriate team member) and critical deliveries ensuring that they arrive on time and are installed or deposited in the correct location.
5. **Artist/Contractor liaison** – ensuring that artists and contractors are met, briefed and facilitated to undertake their work. (Note: this may involve the provision of basic catering supplies for the hotel's kitchen – once you have let the contractors in to install it!)

#### **Experience:**

- Experience of managing at least 3 large scale production management/coordination jobs involving multiple contractors, disciplines and a building.

#### **Essential Skills:**

- Good with people! – Polite, clear, calm, helpful, firm and in charge.
- Problem solving – able to find creative solutions to unexpected problems or issues, swiftly and effectively
- Time management and co-ordination – being able to co-ordinate a large number of disparate activities lead by different individuals/contractors within a short period of time.
- Technical knowledge of buildings – ability to understand and resolve any issues related to physical installations by others within a newly refurbished building (eg, power, lighting, safe fixing methods, H&S)

#### **Desirable Skills:**

- Physical Installation Expertise – experience of installing a wide range of artists work from a technical perspective and with hands-on 'joinery' skills is highly desirable.
- Driver with own vehicle – to more swiftly facilitate quick solutions
- Up to date first aid training.

**Fee:** Inclusive of travel and accommodation (note: staying in the hotel free of charge may be an option if not a local resident)

#### **Application:**

**If this sounds like your cup of tea with sawdust floating on it then please send the following**

1. Statement of interest (brief statement saying why you would like to undertake this roll).
2. Statement of availability for time period (if you are not available to be on site during this period you need to let us know with your application)

3. Past Relevant Experience in relation to the Production Manager role
4. Your full preferred contact details
5. Please confirm in your statement that you are eligible to work in the UK.

To:

Michael Trainor

Director, Art B&B CIC

[michael@abandb.co.uk](mailto:michael@abandb.co.uk)

**Deadline:**

**Friday 24<sup>th</sup> May 2019 (5pm)**

### **\*Overview of Art B&B**

ART B&B is a boutique art hotel being created on Blackpool's promenade with sea views and sunsets. It has artist designed bedrooms, a Bar, and creative public spaces to meet, work and socialise.

Anyone can stay in or visit ART B&B. It is an original Victorian seafront B&B which has been completely renovated as a beautiful contemporary hotel by artists with a range of bedrooms from luxurious suites to shared bunk rooms. It is a social enterprise supporting arts and community projects.

Art B&B

Between the Neon and the Sea

180 The Promenade

Blackpool, UK

FY1 1RJ

*Art B&B CIC is a community interest company and is delighted to have been supported by:*

the  
**Tudortrust**



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**ARTS COUNCIL  
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