



Crail Food Festival 2014 - Event Manager Role

Provide a more comfortable Crail Food Festival visitor experience. Managing infrastructure and layout plans taking into consideration all aspects of production, parking, audience participation, staging, signage and legal insurances.

1. Establish venue lay out plans for all festival hall and harbour activities, confirm build up and breakdown schedules and liaise with programme manager on all aspects of exhibitor involvement. Advise on all aspects of staging, structures, lighting, sound and power, sanitary and Health & Safety requirements.
2. Complete all paperwork relating to Risk Assessment, Health & Safety Policy, Transportation, Food Hygiene, Electrical Testing, First Aid Requirements, Performing Rights and Public Liability.
3. Conduct key meetings with local council representatives to ensure 2) above is in place by April 1st 2014
4. Recruit a team of volunteers and produce an operational document detailing weekend roles and responsibilities covering 2) above.
5. Organise appropriate insurance taking into consideration size of the event, the capacity and audience profile, health and safety policy, emergency arrangements, festival equipment list.
6. Prepare festival checklists to cover key areas of audience safety and comfort including parking, staging, power, barriers and ropes, Portacabins, meeting points, sanitary requirements, fire fighting equipment First Aid, refuse, plant hire, seating and furniture, hall dressing, disabled facilities, PA communication services, stewarding and security,
7. Arrange key meetings with the emergency services to ensure comfort and safety of visitors and agree upon directional and information signage, parking.
8. Hold overall responsibility for Health and Safety for everyone working at the event, performing or attending.

To discuss this position please call: Graham Anderson 01333 450935 or email: info@crailfoodfest.co.uk