



ADVANCE MANAGER

The Body&Soul Artist Advance Manager/ Artist Liaison is part of the enhanced Festival team and plays a key role in the management of artists for Body&Soul primary activations (Body&Soul Main Stage and Woodlands Stage) and secondary activations.

Reports to: Festival Director & Programme Manager

Key liaison with: General Manager, Music Booker, Technical Production Manager, General Manager, Stage Managers, Music Booker, Event Operations Manager, Programme Manager, Transport supplier, Artist Liaison Assistants, Ticketing & Entrance Manager, Administrator.

Direct Reports: Artist Liaison/Advance Assistants, Performer Liaison Onsite Manager, Artist Liaison Volunteers.

Responsibilities pre-event (Primary Stages - Main Stage & Woodlands)

- Manage the logistics of all aspects of the Artist advance including flight bookings, hotels, ground transfers, artist riders, visas, accreditation, guest lists, arrival institutions.
- Liaison between artists, production management, tour managers, record labels, agents and production.
- Ongoing monitoring of artist emails and ensuring that replies are always sent in a timely manner.
- Troubleshoot artist queries, questions and issues.
- Drafting and implementing, in consultation with Technical Production Manager, the artist advance sheet (via Marcato system) to ensure that all relevant information pertaining to the artist advance is collated and shared with relevant parties.
- Writing and management of Body&Soul terms and conditions related to the advance.
- Ensure that relevant information for the artist advance (eg transport schedules, cash and carry orders etc) are passed over to the relevant B&S team members.
- Arranging and managing artist Riders and artist catering.
- Ensure that artist signage is ordered by B&S deadlines.
- Build, design and manage artist dressing rooms and hospitality areas.
- Ensure that relevant equipment (golf buggies, dressing room equipment etc) is ordered through Event Operations.
- Attend Programme Department meetings on a regular basis.
- Attend other B&S meetings as relevant and required.

Responsibilities pre-event (Secondary Stages)

- Liaising with curators and programmers of secondary venues on direction from the Programme Manager and to collate performer contacts for communication.
- Utilising the Festival's content management system, Marcato, to distribute an advance form for completion by all performers.
- Contacting performers regarding their requirements and to communicate with performers regarding standard kit provided by Body&Soul (to be provided by B&S Production Manager).
- Act as main point of contact with the Festival's transport supplier.
- Maintaining open lines of communication with performers and also communicating information relating to performer welfare (camping, arrivals information, equipment lock up etc.)
- Handover all documents and plans to onsite Performer Liaison in advance of the show

General

- To input into and use the Festival's project management system, Bitrix24 and Festival content management system, Marcato
- Adhere to festival's budget management practices
- Hiring and management of Artist Liaison/Performer Liaison onsite Staff
- Management of Artist Liaison and Performer Liaison budgets

Responsibilities on-site:

- Arrive onsite on Wednesday pre-event, to ensure that dressing rooms and hospitality areas are set up to the required standard
- Liaise with other department managers (Event Operations Manager, Technical Production Manager, Event Control, Stage Managers) as necessary to ensure smooth running of backstage area/ease of access and egress for artists into event.
- Ensure that artist signage is correctly placed.
- Ensure that dressing rooms are reset at the start of each show day and that dressing rooms are clean, adequately stocked and have appropriate signage.
- Oversee any on-site accommodation provided for artists as per agreement with agent.
- Oversee backstage area and all drinks (kept in secure lock-up) and hospitality etc.
- Meet and greet, and orientate all acts on their arrival.
- Liaise with all acts to ensure their timely arrival for their performance
- Liaise with Transport supplier to ensure smooth transport of acts to and from accommodation/airport.
- Take down dressing rooms and hospitality areas after the event finishes, equipment is returned and the space is left in the condition that it was handed over in.
- Ensure that cash & carry/bar returns are collated and returned to the relevant B&S team member.

SKILLS REQUIRED

- Minimum 2 years' experience managing artists, performers and teams for large scale music festival
- Experience and understanding of artist contracts and deal sheets.
- Experience of collating and managing information.
- Proven track record in managing logistics for similar events.
- Proven track record in budget management and people management.
- Good working knowledge of Google Drive and in particular google sheets.
- Learning agility for project management software and festival management software
- Proven ability to meet deadlines and work under pressure.

PERSON SPECIFICATION

- A happy host with the ability to make artists feel at ease and welcome on arrival.
- An effective team player who shows initiative and takes ownership of the role.
- A keen interest in event operations and logistics for live music events
- A people person with strong communication skills including conflict resolution.
- Highly organised administration skills with keen attention to detail.
- Calm under pressure.

TERMS

This contract is offered on a contract for services basis for a fee of E5,000 and requires a commitment of 26 admin days and 5.5 days onsite over the period from March to June 2020.

TO APPLY

Please submit a copy of your CV along with a cover letter outlining your suitability for this position. All applications should be sent to office@bodyandsoul.ie with Advance Manager Application in the subject title.

Closing date for applications is **Monday 10th February at 12 noon.**

In line with our data protection policy we will only use the information that you give to us for recruitment purposes. Your application will be saved on file in the event that another suitable role might arise. Your details will be used for recruitment purposes only.

