

REQUEST FOR EXPRESSIONS OF INTEREST

Opening Event Stage Management Team – Various Roles

INTRODUCTION

Bradford 2025 is the fourth UK City of Culture, and for 12-months we'll be showcasing Bradford's talents and culture to the world, bringing people and communities together to share this once in a lifetime opportunity.

Bradford Culture Company (BCC) operating as Bradford 2025 (the Company) would like to invite expressions of interest from suitably experienced individuals to be part of our Stage Management Team for our opening event. Bradford 2025 will open the year with a spectacular event in City Square, we'll be inviting large numbers of people from our city to experience an event like no other.

RISE is an open-air spectacular that heralds the start of Bradford 2025 UK City of Culture. It's created by Kirsty Housley, the award-winning theatre director, in collaboration with Steven Frayne, the brilliant Bradford-born magician formerly known as Dynamo. This is a celebration of our district, an inspiring tribute to the people and communities who make Bradford magic.

THE ROLES

*We are looking to fill roles across the Stage Management team with a variety of experience levels. We will be looking to recruit a **Company Stage Manager, DSM/ Show Caller, Stage Managers** and **Assistant Stage Managers** across various aspects of the event supporting both professional and community rehearsals and ultimately ensuring the smooth running of the event.*

KEY SKILLSETS

- Able to self-manage and work as part of a team
- Experience working on outdoor events
- Creative team liaison
- Budget management
- Health & Safety
- Enthusiasm for creative and community work

The appointees will ultimately report to the Event Production Manager.

Liaison with Bradford 2025 departments, City of Bradford Metropolitan District Council (CBMDC) and other 3rd parties will also be required.

SCOPE OF WORKS

The appointed persons will form the stage management team with key areas of responsibility delegated out, overall the stage management team will be responsible for –

- Scheduling and management of all rehearsals
- In room welfare of performers and community participants
- Smooth running of the event including all performance related activity
- Prop sourcing and management as appropriate
- Preparation and management of the 'book'

KEY MILESTONES:

- Off-site Rehearsals 02/12/2024 – 14/12/2024
- On site Rehearsals 02/01/2025 - 09/01/2025
- Event Dates 10/01/25 & 11/01/25

CONTRACT VALUE

Competitive rates will be offered appropriate to experience level and responsibility

Expenses –

- Equivalent return rail fares from home base to Bradford.
- Accommodation provided if required.

SUBMISSIONS

Applications close at 10am Wednesday 9th October

Interviews will take place online: week commencing 14th October.

To apply for this role please send a copy of your CV and a short covering letter (including the role you would like to apply for) on no more than two sides of A4 to production@bradford2025.co.uk.

CRITERIA

SPECIFIC CRITERIA TO BE SCORED

All Roles

- Ability to quickly build strong working relationships with colleagues.
- Pro-active work ethic

ASMs

- Evidence that you have knowledge and experience of working on outdoor events in the public space.
- Experience sourcing props and other rehearsal items

Stage Managers

- Experience of working on a wide variety of outdoor events.
- Specific evidence of working with large community groups on events
- Experience of roles managing and supporting less experienced colleagues

Show Callers/DSM

- Demonstrable experience of calling large scale and complex events
- Experience of calling shows that include some form of broadcast or live camera

Company Stage Manager

- Evidence that you have planned out and managed stage management teams on large scale outdoor events
- Experience of managing inclusive rehearsal spaces and ensuring accessibility as a priority
- Evidenced experience of creating detailed and complex schedules across multiple performance strands
- Experience of managing a departmental budget

GENERAL CRITERIA TO BE SCORED

Providers must meet BCCs core procurement objectives:

- To ensure that procurement activities reflect BCC's approach to transparency, sustainability, value for money and equality, diversity and inclusion.
- To ensure commitment to safeguarding and promoting the welfare of children / young people and adults at risk
- To ensure BCC's commitment to the communities of Bradford is reflected in the procurement process
- Preferably local to Bradford/West Yorkshire, but open to applicants throughout the UK with capacity to travel.
- To ensure BCC's duty to its funders to deliver best value for money
- To ensure compliance with relevant laws and regulations.