



Production and Site Coordinator Post

Job Title: Production and Site Coordinator

Location: Home working plus in-person meetings in Leith (North Edinburgh) and festival dates in Edinburgh

Fee: £1,732 - per festival, freelance

Terms: Self-employed freelance. Anticipated 1 day per week during Festival run-ups plus event days - see below. This position will be for Samhuinn 2025, with the possibility of renewing for 2026 festivals (Beltane and Samhuinn) as an annually renewed contract.

Reporting to: Festival Coordinator and Board of Trustees.

Responsible for: Build and Derig Volunteers, Festival participants GOs, Site Crew/Agency Workers

Internal relationships: Festival Coordinator, Press and Communications Coordinator, Front of House Coordinator, The Blues and Group Organisers, Festival Participants, The Board of Trustees (including the Treasurer)

External Relationships: Festival Stakeholders, Members of the public,

Job Description

The Production and Site Coordinator will ensure the smooth running and provide logistical oversight of the Festival Set up and De Rig.

Be the principal point of contact for site contractors and deliveries on Calton Hill for the build and de-rig dates. Working closely with the Tech volunteer Group Organisers to ensure that all relevant resources are in place and well organised for the event and packed away ready for the next one.

Responsibilities and Duties

In conjunction with the Board and the Festival Coordinator, the Production and Site Coordinator will:

- work alongside the Festival Coordinator in upholding the Events Management Plan and assist in the review of Event Risk Assessments and group member paperwork and planning enacting or stipulating operational parameters and control measures.
 - Researching hazards in order to reduce risk and improve safety of BFS members and other festival goers.
- undertake some key roles normally commensurate with that of a group organiser:
 - Occasionally attending the weekly GO meetings (Tuesday evenings, 7pm) (by arrangement with the Festival Coordinator)

- liaise with the Festival Coordinator and Front of House Coordinator where necessary to ensure that the event site is appropriately prepared for the festival, to be onsite during the fire festival primarily in the Event Control Room assisting in the coordination of Tech Volunteers (ASMs) and Stage Management.
- be onsite for the festival derig to ensure that all Event resources (hired in and owned) are returned in an orderly fashion.

External to BFS the Production and Site Coordinator will

- have secondary responsibility for liaising with all external bodies with relation to the production of the Beltane Fire Festival. External bodies may include (but are not limited to) the City of Edinburgh Council, the police, and subcontractors.
- ensure that necessary Site Logistics are booked and in place.
- attend EPOG (Event Planning Organisational Group) meetings as a representative of the Beltane Fire Society with City of Edinburgh Council officials, the Police and other emergency services, taking guidance and leadership from the Festival Coordinator prior to meetings, where necessary.

Essential Attributes:

- Experience working in a vibrant and diverse community of creatives
- Proven track record in production/site/stage management
- Experience of Managing Health and Safety in a live event setting
- A confident, friendly manner, able to work independently and under pressure;
- Knowledge of the local and national event sector supply chains
- Excellent time-management;
- Strong administrative skills including proficiency in Microsoft Office Suite and, Google Workspace
- Leadership skills with the ability to lead and motivate others;
- A flexible approach to the role

Desired Attributes:

- Experience of our festivals;
- Current First Aid qualification;
- Relevant qualifications and Training (Nebosh Managing Risks)
- A full Clean UK Driving Licence

Terms and Conditions:

- The Production and Site Coordinator position offers a four month contract, with the option of renewing as an annually renewable contract for future festival dates.
- This is a freelance role. You will be responsible for your own tax and national insurance contributions.
- You will be required to manage your own time and workload although it is to be understood that at times you may be expected to work such hours as necessary in order to deliver the festival successfully.
- You must be legally able to work in the UK.

Key Dates:

Application closing date Sunday 6th April 12.00 noon

Interviews Mid April

This contract will be the 1st August 2025 until the 30th November 2025 inclusive, but key dates, including Calton Hill Shadowing (paid separately) are included below.

29th April 2025 - Beltane Build Day (potential shadowing/induction)

30th April 2025- Beltane Fire Festival 2025 (potentially shadowing)

August 2025 - attendance at GO Weekend and Planning

Some Tuesday evenings in September and October

31st October - Samhuinn Fire Festival

1st November - Samhuinn Derig

A contractors debrief meeting will be held in the first fortnight of November

Future Festivals - subject to contract renewal for 2026

Some Tuesday evenings in March and April

29th April - Beltane Build Day

30th April - Beltane Fire Festival

1st May - Beltane Derig

A contractors debrief meeting will be held in the first fortnight of May

Application Process:

1. Application closing date: Sunday 6th April 2025, 12 noon

2. Interview date: Mid April

3. Intended Start Date: 1st August 2025, but with some shadowing and handover around the Beltane Fire Festival at the end of April 2025. Exact dates and amount of handover to be negotiated based on existing skills and knowledge, this time will be paid at an hourly rate of £15 per hour.

To Apply:

Please submit:

- A CV outlining your relevant experience.
- A cover letter of no more than 2 pages outlining:
 - Your relevant skills and experience;
 - Why this role appeals to you;
- Please make the Email Subject “Production and Site Coordinator Application”

Please send CV and covering letter to the Chair of the Beltane Fire Society chair@beltane.org before 12.00noon on Sunday 6th April