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### Job Description

#### Job Title – Technical Producer

Job Description	
<b>College/Service</b>  London College of Fashion Technical Services	<b>Location</b>  20 John Princes Street, London, W1G 0BJ and moving to Stratford in 2023
<b>Contract Length</b>  Permanent	<b>Hours per week / FTE</b>  35
<b>Accountable to</b>  Technical Production Manger	<b>Weeks per year</b>  52
<b>Salary</b>  £35,468 - £43,558 pa	<b>Grade</b>  4

Job Description
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## **Purpose of Role**

The Technical Producer joins London College of Fashion at an exciting time, as we grow the team to support our expanding Cultural Programme and prepare for the move to our new single site home on Stratford's East Bank in 2023. The purpose of the role is to work closely with the Technical Production Manager on the design, production, and delivery of our cultural programme activities, which promote the college, its students, graduates, and industry collaborations to local, UK wide and international audiences.

The Technical Producer will work on the planning, production and installation of large-scale exhibitions, festivals, photoshoots, catwalks, performances, and creative projects. The position requires someone who has experience of being an all-round producer in a creative context, with a broad set of skills in both physical and digital fields. The post holder will coordinate the technical aspects of projects in collaboration with key stakeholders, demonstrating initiative and problem solving throughout, with a positive enabling approach.

The role requires someone with experience of using 2D and 3D design software to produce visual material and technical documentation, as well as experience of managing budgets, producing RAMS, project plans and working with external contractors to deliver high-quality outcomes. The post holder will be someone who can meet the challenges and demands of LCF's ambitious Cultural Programme and deliver exceptionally high production values that meet museum, gallery and creative industry standards.

## **Duties and Responsibilities**

- Co-ordinate the technical aspects of exhibitions and projects as directed by the Technical Production Manager. Working collaboratively within the Technical Production team, and alongside both the Cultural Programming team and Events team to produce on and off-site activity
- Working on the production of built elements – co-ordinating exhibition build companies, set builders and fabricators to produce exhibitions, catwalks, sets, exhibition furniture and displays
- Working on the production of installations, lighting and AV – co-ordinating specialist lighting designers, AV contractors, creative agencies and designers as required
- Working on print production - working with graphic designers and print studios on printed material, wall vinyl's and exhibition graphics. Using Illustrator and InDesign to produce print ready files for smaller projects
- Working with the Technical Production Manager on the design of exhibitions and projects, conducting research and producing design proposals
- Using 2D and 3D design software to produce visual, technical and planning documents that are used in presentations with project teams and as communication tools with contractors. (Software includes, Sketchup, Photoshop, Illustrator, InDesign)
- Attend project meetings, advise on technical production elements and engage in consultation with teams including the Cultural Programming team, Creative Directors, course teams and occasionally students, supporting them in realising their creative

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vision, recommending creative and cost-effective practical solutions.

- Managing project budgets and carrying out cost comparisons. Ensuring all project elements are costed and are value for money
- Using project management and communication tools such as Office 365, Miro and Team Gantt to plan projects and produce timelines and schedules
- Co-ordinate installs/de-rigs and produce documents – layouts, RAMS, schedules and communicate these with relevant staff, suppliers, venues and freelancers
- Working with the Technical Production Manager to stock check, catalogue and organise exhibition assets. Organising storage areas of exhibition furniture, AV equipment and tools
- Co-ordinating logistics for exhibition furniture, tools, hire equipment and artworks as required
- Co-ordinating teams on site during installs/de-rigs as required
- Co-ordinate health and safety procedures and producing documentation. Completing RAMS, compiling insurance documentation, emergency evacuation plans, floor plans etc. Liaising with the venue and/or LCF Health and Safety Advisor as required
- Working on installations when necessary – art handling, hanging, AV installs
- Occasionally editing video and digital files, producing showreels and preparing media playback devices for exhibitions
- To be engaged with exhibitions and cultural output in London the UK and internationally. Understanding evolving industry standards and bringing new and relevant ways of working to the table
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

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## Job Description

### **Key Working Relationships**

#### **Technical Production Team**

Technical Production Manager  
Exhibitions Technical Specialist  
Freelance Technicians

#### **Cultural Programming Team**

Head of Cultural Programming  
Cultural Producer

#### **Events Team**

Events Manager  
Events Producer  
Events Assistant

#### **Creative Directors**

School of Media and Communication, Creative Director  
School of Design and Technology, Creative Director  
Fashion Business School, Creative Director

#### **LCF Technical Resources teams**

#### **LCF Internal and External Relations teams**

#### **External contractors and freelancers**

### **Specific Management Responsibilities**

#### **Budgets**

- Yes

#### **Staff**

- As and when appropriate, including internal and external technical teams.

#### **Other** (e.g. accommodation; equipment)

- Equipment (Exhibition furniture, tools, AV equipment)

Signed \_\_\_\_\_ (Recruiting Manager)

Date of last review \_\_\_\_\_ [Type in Details]

## Person Specification

**Job Title - Technical Producer**

**Grade - 4**

Person Specification	
Specialist Knowledge/ Qualifications	<p>Demonstrates that specialist knowledge or qualifications match the role requirements.</p> <p>Demonstrates specialist knowledge of museum, gallery and cultural sector production values and ways of working</p> <p>Degree is desirable</p>
Relevant Experience	<p>Demonstrable significant and relevant experience in a similar role in a comparable creative organisation.</p> <p>Demonstrable experience producing, exhibitions, installations or creative projects</p> <p>Demonstrable experience of managing budgets</p> <p>Experience of using project management and communication tools</p> <p>Experience of 2D and 3D design software programmes</p> <p>Experience of co-ordinating multidisciplinary teams</p> <p>Experience of working on installs/de-rigs</p> <p>Demonstrable interest in fashion, contemporary art and culture</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p>

Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.