

DANDELION OPPORTUNITIES

Job Description

Production Manager
(Unexpected Gardens)

dandelion

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JOB DESCRIPTION & EMPLOYMENT CONDITIONS

Title of post:	Production Manager (Unexpected Gardens)
Accountable to:	Head of Production
Hours:	Full Time
Term:	This is a fixed term contract for 9 months (December 2021 – September 2022)
Location:	All Scotland. Dandelion has an office in Glasgow, but we are open to flexible working options
Fee:	£35,000 annual FTE

ABOUT DANDELION

Dandelion is an ambitious creative programme demonstrating the power of collective action in a unique ‘grow your own’ initiative for modern times.

Commissioned by EventScotland and funded via the Scottish Government, it is Scotland’s contribution to Unboxed – Creativity in the UK.

Rooted in Scotland, with an international outlook and sustainability at its heart, the Dandelion programme follows the arc of the growing season, from April to September 2022, and will culminate in hundreds of Harvest Festivals across Scotland.

Driven by the concept of ‘Sow, Grow, Share’ – not just food but ideas, music, scientific knowledge, and community – Dandelion takes a unique approach to community growing, bringing together artists, makers, scientists, performers and technologists to present events and programmes across Scotland – from its remotest islands to the centres of its great cities – as well as online through films and digital activities.

Sown throughout Dandelion is a commitment to empowering young people, inspiring the artists, activists, scientists and creative producers of the future, and aiming to re-establish Harvest as a significant annual cultural festival for everyone.

Read more about Dandelion and the team involved at www.dandelion.scot

DANDELION PROGRAMME AND PARTNERS

Dandelion is giving away hundreds of thousands of seeds and plant plugs at Free For All events in towns and cities across Scotland so that everyone can try their hand at growing.

Whether you're an experienced grower or a complete beginner you can be part of Dandelion. From doorsteps and balconies, in plant pots, paint pots or whatever else you can repurpose and reuse – the weirder, the better! At the end of the growing season, we invite everyone to cook and share what they've grown at their nearest Harvest Festival.

Two festivals in Glasgow and Inverness bookend the summer (one in June and one in September) with live music, a menu of locally grown food, talks and a whole load of free plants and seeds for everyone to take home. At the heart of each event will be the Pavilions of Perpetual Light – quite literally taking centre stage as a 10m high vertical farm meets art installation and concert platform. As well as being the backdrop for international and Scottish live acts, the structure will also broadcast music commissioned especially for Dandelion. It's music, entertainment, food, ideas and learning for absolutely everyone!

Dandelion is working with Keep Scotland Beautiful and SRUC to develop an engagement programme for 500 schools and 100,000 pupils across Scotland. 100 secondary schools will be gifted two growing cubes each – mini vertical farms – and 400 primary schools will take part in The Big Tattie Experiment. Communities will come together for Harvest Festivals in school playgrounds across the country.

In addition to all of this, at the heart of Dandelion is a commitment to scatter this extraordinary investment across Scotland and to work in partnership with communities, artists, growers and organisations to create Unexpected Gardens.

Dandelion is working in partnership with:

- Alchemy Film & Arts
- Cove Park
- Edinburgh Agroecology Cooperative (Lauriston Farm)
- Fèis Rois
- Findhorn Bay Arts
- Lyth Arts Centre
- RIG Arts
- Taigh Chearsabhaigh
- The Leven Programme
- The Stove

THE DANDELION TEAM

The original Dandelion Team, who worked together to develop the project during an intense period of R&D in late 2020 and early 2021, is a collaboration between festival organisers, freelancers, cultural directors, inventive technical and production experts, renowned earth scientists and dedicated specialists in sustainability, youth and community engagement.

Drawn from a wide range of organisations and specialisms from all parts of the country, the team has found a common vision to initiate and support the genuine societal change people crave after more than a year of social isolation.

Team members include:

Aproxima Arts

Angus Farquhar

BEMIS Scotland

Tanveer Parnez

Celtic Connections

Donald Shaw

Fèis Rois

Fiona Dalgetty

Freelance equalities and evaluation specialist

Caroline Thompson

getMade Design

James Johnson

James Hutton Institute

Nicola Strachan

Musician and crofter

Pàdruig Morrison

Scotland's Rural College (SRUC)

Fiona Burnett

Sustrans

Cosmo Blake

Wraptheworld

Neil Butler

A Special Purpose Vehicle (SPV) has been set up to deliver the project and we are now in the process of expanding our team to help deliver this ambitious project.

The new company will be governed by a voluntary Board of Directors with Martin Booth, Executive Director of Finance at Glasgow City Council taking up the Chair. In addition to the Board of Directors, an IDEA Assembly (Inclusion, Diversity, Equality and Access) will play an important role in helping to guide the work of Dandelion.

The IDEA Assembly has nine remunerated roles for freelancers with lived experience, and those with professional knowledge established through engagement with communities of interest, to:

Provide perspectives on Dandelion's programme to ensure it is accessible and reflects the increasing diversity of our population;

Engage with staff and the Board to identify and address key IDEA issues and opportunities;

Bring expertise and a range of views to inform policies and work; Support the development of new partnerships and networks;

Contribute to a review of performance against IDEA outcomes.

DANDELION VALUES

We have identified five organisational core values:

Collaboration - we value each other and seek an open, honest and caring environment which is respectful, productive and enjoyable;

Inclusion - we strive for inclusion and equity for all and recognise that our differences make us stronger;

Engagement - we create events and experiences that enrich and enable the lives of our audiences through their shared experience;

Innovation - we exist to challenge boundaries, search for and welcome new ideas, new thinking and fresh approaches in all that we do;

Integrity - we achieve our aims without compromising our commitment to honesty and integrity throughout our work.

POST SUMMARY

Dandelion are supporting the development of a series of Unexpected Gardens across Scotland, working collaboratively with partner organisations anchored in communities to build extraordinary gardens in the most unexpected of places.

As a key member of the Production team, the post-holder will work across all Unexpected Garden sites, providing leadership and management in all areas of production. Working in collaboration with partner organisations and the Dandelion team they will support the technical and logistical delivery of the Unexpected Gardens to be presented at each site between April 2022 – September 2022, culminating in large scale Harvest events to be hosted across sites in September 2022.

KEY ROLES & RESPONSIBILITIES

- Determining the production and delivery needs of the Unexpected Gardens.
- Working with partner organisations, artists and producers to facilitate the creation of and building of Unexpected Gardens (physical gardens) and associated creative programmes.
- Production budgeting and procurement sourcing, costing and acquiring operational rentals and purchases.
- Hiring, contracting and overseeing required resource to support the programme delivery where required.
- Managing the production elements of the Unexpected Gardens budget for Dandelion 2022 Ltd in close consultation with the Head of Production & Project Manager.
- Where necessary, liaising with local authority licensing teams and ESAG groups to ensure that the required permissions and licences are secured in a timely manner.
- Establishing production schedules for the Unexpected Gardens and communicating the content of those schedules effectively to all relevant parties.
- Drafting/supporting the creation of risk assessments, method statements and accessibility assessments for the Unexpected Gardens sites.
- Providing technical advice during the development phase of the gardens and for the subsequent programme.
- Production administration and participating in production meetings with the venue, Dandelion team, preparing reports including detailed budget report, closing inventory of supplies and attending review meeting post festival.
- Ensuring clear communication, acting as the key liaison point for the project between partner organisation, artists, participants and suppliers.
- Supporting the creation of Event Management Plans for each site ensuring that access, H&S, licensing and public experience are planned for appropriately.
- Travel to sites when required to ensure all technical aspects are in good order.

PERSON SPECIFICATION

Skills and Experience

- 3-5 years relevant experience delivering on site production for public facing events and/or Capital Projects
- Demonstrable experience of working to very tight timelines in a complex delivery environment in an outdoor setting
- Experience working with multiple stakeholders
- Problem solving experience, with creative flair and imagination
- Experience of working rurally
- Clear management of information, including producing reports and budgets
- Highly developed communication skills

Essential Skills

- Strong project management, communication, administration, organisational and planning skills for working in an outdoor context
- Experience/knowledge of Capital projects
- Knowledge/Experience of working in an outdoor setting in rural contexts
- Proven experience managing logistical elements of live events/festivals, ideally in an outdoor context
- Must be able to follow an agreed-upon work plan and work with confidence and independence
- Experience of managing negotiations with suppliers
- Understanding of current licencing and H&S requirements for public facing events, and ability to navigate this rapidly changing area re: covid safety
- Ability to assess technical requirements and work with technical team to produce and deliver a growing space
- Experience of managing project budgets on target
- Ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team
- Flexibility, commitment and the ability to multi-task and problem solve effectively
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Highly organised and able to work to deadlines

Desirable Skills

- Experience and interest in gardening and growing food or plants
- Knowledge of agricultural and environmental issues in Scotland
- Knowledge of the arts and culture landscape in Scotland

RECRUITMENT SCHEDULE

Closing date for applications
17th November 2021 - 5pm

Interviews take place
22nd & 23rd November 2021

Start date
15th December*

*We know that some candidates might be available to start earlier, and we would welcome this.

Equally, we know that other candidates might be required to give more than 4 weeks' notice to their current employer, and we can be flexible and accommodate this too.

We have identified 15th December as our preferred start date for this role, but we will have a conversation with the successful candidate to agree what works best.

INCLUSION, DIVERSITY, EQUALITY AND ACCESS

The Dandelion Team is committed to creating a positive and inclusive environment where everyone feels respected and valued. We are an inclusive organisation and believe our work will be stronger with greater diversity and, as such, we welcome applications from those who bring a difference to our team. Alongside our Board of Directors, Dandelion has an IDEA Assembly to challenge and guide our work.

Read more about the members at
<https://dandelion.scot/about/team>

We welcome the whole person to work, and understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. We encourage applications from all backgrounds and particularly welcome applications from those who are currently under-represented within the sector, including those from black and minority ethnic

backgrounds, disabled candidates, LGBTQI++ and/or those from a low socioeconomic background or requiring flexible working arrangements.

All Black, Asian and ethnically diverse and/or D/deaf or disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

If you have any questions about our working environment please get in touch.

HOW TO APPLY

If you would like to arrange an informal and confidential conversation about this opportunity, please contact:

angus.farquhar@dandelion.scot

Please send your CV and maximum 1 x A4 sides outlining why you would like to take up this role, and what relevant experience you can bring to Dandelion, to:

caroline.thompson@dandelion.scot

no later than 5pm on 17th November 2021

Please also complete this online equalities monitoring form:

www.dandelion.scot/inclusion-form

We will only request references from the successful candidate.

The information you supply in your application, and by completing the equalities monitoring form, is kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process except in using anonymised data for the purposes of monitoring and reporting.