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Winterfest

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Hamilton Winterfest

Job Title: Production Manager
Employment Type: Contract Position
Employer: Cobalt Connects
Remuneration: \$6000.00 Flat Rate (approximately 250 hours)
Employment Dates: January 14th to February 22

Deadline for application: November 9th, 4:00pm

Hamilton Winterfest

Last year marked the 40th anniversary of Winterfest in Hamilton. Started by a group of intrepid community-builders, Winterfest was established as a community-led program. Neighbourhood groups, schools, arts organizations and City facilities created programming aimed at bringing residents out of their homes during the frosty days of February. With a growing community and increased demand for engaging cultural and recreation offerings in the winter, the City of Hamilton has engaged Cobalt Connects, a well-known local arts service organization, to lead the management and growth of Winterfest. We aim to enhance local efforts, while building Winterfest into Hamilton's signature snowy festival.

Signature Events

As an anchor to Winterfest, Cobalt Connects is creating a mobile festival that will travel across the city called The Canteen. The Canteen is a series of three retrofitted camper trailers, and three utility trailers that become hubs for activity onsite including: a hot drink station, winter food station, live music stage, pop-up public art work, an urban fire pit and a kids' obstacle course.

Production Manager Role

The Production Manager will be the coordinator of The Canteen, with support from Cobalt's core staff, 3 paid site staff, an audio engineer, and a team of volunteers and service providers.

Primary Responsibilities

- Coordinating the transportation of all site materials to each event location
- Coordinating the successful installation of all site elements
- Ensuring health and safety measures are taken in the installation and operation of the site
- Monitoring the use and maintenance needs of all site elements over the course of the festival

- Communicating with all onsite partners (suppliers, volunteers, site owners, etc.) to ensure safe and professional management of the festival

Qualifications

The Production Manager will have a minimum 5-years experience in production management for theatre, festivals, film or a related event sector. The PM will be a team leader with excellent time management skills, strong communication (in person, phone, online), think well on their feet and have considerable technical skill relevant to this event.

Beneficial Qualifications / Certifications

- Valid G Class driver's license in good standing (**mandatory**)
- SMART Serve
- Training in Health and Safety Practices / Certifications (i.e. Fall Arrest, Working at Heights, Aerial Lift Operation, First Aid, CPR, AED Operation)
- Conflict Resolution training
- Skilled with a wide range of tools
- Fork lift / Aerial Lift operation

How to Apply:

Submit your resume, list of certifications and qualifications, and two references to:

jeremy@cobaltconnects.ca

Deadline for application: November 9th, 4:00pm
Late applications will be discarded