

## Festival Exec Producer (Contract)

**Reports to:** Managing Director

**Location:** Home-working (and in London on event dates)

**Pay Range:** £5,000 fixed fee

**Contract terms:** Freelance, part-time (work intensifying closer to the event)  
**Contract period:** Deliverables-based, starting 1 May, hours as needed  
**How to apply:** See final page

### Role summary:

The Festival Exec Producer will oversee the editorial and logistical production of The Radio Academy Festival, taking place on 12 September 2023. They will work with the Radio Academy MD, Trustees, Festival Chair and Committee to secure speakers, liaise with volunteer session producers, and oversee the overall running order of the event.

The Radio Academy Festival 2023 will be a one-day conference, taking place across three stages, at The Royal College of Physicians in London. The Festival Exec Producer will have overall responsibility for what happens on stage – taking steer from the Festival Chair and Committee, to book speakers, brief volunteer session producers, brief technical teams, and oversee the Festival running order.

The successful candidate will have significant professional experience in live broadcasting and/or live event production, with an in-depth knowledge of the UK radio and audio sector and an excellent network of contacts.

They will understand how to put together a coherent programme schedule, have excellent interpersonal skills and ability to manage large numbers of stakeholders including presenting talent. They will be calm under pressure, and know how to handle a crisis.

### Key outputs and responsibilities:

- Have overall responsibility for the editorial content of the Festival, working with the Festival Committee and volunteer producers to deliver a schedule of fascinating content that is representative of the UK radio/audio sector.
- Oversee the overall running order of the Festival
- Liaise with volunteer session producers about their logistical and production requirements
- Liaise with the venue and technical teams about production requirements for each session
- Liaise with the venue team around logistics for speakers and guests
- Be the main point of contact for session producers and speakers on the day
- Handle emergency situations on the day, including late changes to the running order
- Liaise with other Radio Academy team members and suppliers around requirements for the Festival (e.g. social media, press and PR, delegate relations etc).
- Can work remotely, but expected to attend in-person meetings in London as necessary, and attend the venue on 11th and 12th September.

### Key knowledge and experience:

- Significant experience of producing live broadcasts and/or live events, and the pressures of the live environment
- Calmness under pressure and experience of handling live broadcasting crisis situations
- Understanding of how to put together a coherent programme schedule, to engage and fascinate delegates throughout the day
- Excellent interpersonal skills and ability to manage large numbers of stakeholders including presenting talent
- Excellent attention to detail, ability to manage large amounts of complex information, and communicate it clearly with various stakeholders
- An in-depth understanding of and significant passion for the UK Radio and Audio sector
- An excellent network of contacts, to be able to assist session producers and the committee pull together the best possible running order

### This is a freelance role

As a supplier to The Radio Academy, you will manage your own time, and our contract will be on a deliverables basis. It is our expectation that you'll be working for us alongside work for other clients. The contract will run from May to September. At the start of the contract we will agree on ways of working, though it is our expectation that you will work on this project "little and often" from May to August (rather than fixed days), followed by a concentrated fortnight of work at the start of September.

### About The Radio Academy

The Radio Academy is the UK radio and audio industry's charity, dedicated to the development, promotion and recognition of excellence in UK radio and audio. We are funded by annual membership from individuals and major employers in the industry, and our events and schemes are sponsored by a family of key industry companies. We host a varied programme of events and schemes throughout the year, bringing together creative people from across the industry, aiming to break down barriers for debate, networking and celebration. The Radio Academy celebrates diversity in all its forms, and aims to be representative of the country and the industry in all our activities.

### About The Radio Academy Festival

The Festival is the Academy's annual conference, and after a few online editions, will this year revert to a one-day in-person event in Central London. It will be comprised of two continuous programmes of sessions, running from approx 9am to 5pm (with breaks) across two stages. Sessions would usually vary in length from 15-40mins, and the day comprised of around 30 sessions.

### Other relevant roles

The Festival Committee (and Chair) – will develop the theme of the Festival, and work together to come up with individual session ideas. The Exec will help them shape these into a coherent one-day programme.

Volunteer Session Producers – responsible for the contents of each individual session, and will work with the Exec around logistics of delivering them on the festival stage.

Radio Academy Managing Director – will handle relationships with sponsors, delegate administration, marketing and communications, and budgeting.

Production Partner – will be responsible for any technical production required.

Venue – will be responsible for facilities, catering, etc.

### How to Apply

Please write a bespoke cover letter (1 page), summarising why you are suited for this specific role. Please do not send a generic covering letter - we want to be convinced of your understanding of the UK radio and audio industry, as well as your relevant experience. Show us that you understand The Radio Academy and our work, and that you have a passion for our mission.

Email the letter, with a bespoke CV (2 pages), to Managing Director Sam Bailey on [sam@radioacademy.org](mailto:sam@radioacademy.org), before 31 March 2022. We will be interviewing for this role as necessary, and may close the role early if the right candidate is found.