



SENIOR PRODUCTION DIRECTOR

Curly Girl Collective is seeking a Senior Production Director with at least 5 years of experience producing large-scale, outdoor events. Our ideal candidate is part producer, part creative, with the ability to see your ideas and those from the team from the vision through execution. You have experience leading a team, and a resume of events that have been executed flawlessly for your clients. As the lead producer for CURLFEST, this is an opportunity to not only optimize the current festival, but be a part of it's growth and vision for the future.

YOUR RESPONSIBILITIES

- Lead the overall vision for festival activities, event flow and experience
- Create and/or improve existing ideas for the festival experience
- Work with sales team to ideate and produce custom activations and build out packages for festival clients and partners that align with their business needs
- Partner with account and creative leads, actively participate in client strategy and status meetings.
- Work with the financial team to help project costs for festival features or new events
- Manage a small part-time production team, including Associate Producer and/or Production Assistant
- Attend weekly calls and in-person meetings with internal staff
- Attend weekly calls with external production company
- Attend as-needed in-person meetings with venues and local community boards
- Ability to understand the event in its entirety, and make decisions accordingly and quickly
- Work with external production team to ensure all technical requirements and satisfy the needs of the festival and it's clients
- Lead and motivate internal production teams on-site during the event, while at the same time ensuring that client expectations are exceeded time and again.
- Work with designer to create/adjust site map for festival, with a clear understanding of tenting restrictions, temporary structures, city permits and festival safety.
- Assign spaces for all partners and participants
- Work with creative team to ensure signage and creative elements are produced and accurate.
- Create comprehensive inter-agency production document, including but not limited to all renderings, activations, programming schedules and overall festival run of show
- Source, select and manage volunteers and staff on-site in multiple markets

ABOUT YOU

- Experienced Event Producer. Minimum of 7 years of experience producing complex, large-scaled festivals (15,000-30,000 attendees), with multiple areas/zones (main stage, VIP/media areas, entertainment elements, etc.)
- Your coworkers love you. In fact, they request to have you on new projects!
- You're able to work independently, and move quickly on tight deadlines
- You have a startup mentality, and are used to small teams and a get-it-done attitude

- You multitask like a pro, managing competing priorities with efficiency. You have systems and processes that you know work.
- You have a love for culture, empowerment and inspiring the guests that attend CURLFEST
- You're known for taking your client events to the next level with new technologies, new features, and "wow factors" they'd never expect
- You're totally used to high pressure situations, and in fact work well in them
- People love to work with you because you are upbeat, friendly, and positive in even the toughest of situations. People trust that you will make the right decisions because you DO.