



Employer: World in the Park Ltd	Department/Division: WOMAD
Job Title: Artist Logistics Co-ordinator	Location: Realworld Studios, Box, Nr Bath
	Salary: £7,000 (freelance fee)

JOB PURPOSE

To co-ordinate the companies logistics requirements for the WOMAD Festival in Charlton Park and be a key member of the WOMAD Artist Team.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Artist Logistics Co-ordinator reporting to Paula Henderson

MAIN DUTIES AND RESPONSIBILITIES

Accommodation & Transport:

1. Negotiate terms and book all required hotels for artists, artist team, MCs and WOMAD invited guests.
2. Arrange all accommodation for artists, MCs, WOMAD invited guests and artist team when going into hotels or tents
3. Agree number of minibuses required with Helen Bowrey in agreement with Transport Co-ordinator
4. Agree number of buggies that will be provided with Helen Bowrey
5. Book Tiger Tours if required
6. Book taxi and bus companies in agreement with Transport Co-ordinator
7. Confirm accommodation and transport details with artists
8. Confirm any recharges for accommodation and transportation with accounts prior to event and provide artist with necessary invoice from accounts if required.
9. Update info sheets on box.com with accommodation and transport details
10. Ensure that all final invoices have been received for accommodation and transportation and are correct prior to payment being made.

General:

1. Arrange food vouchers to be designed and printed
2. Confirm value of food vouchers for 2018 in consultation with Artist Programmer.
3. To book the drivers, meet and greet team (on and off site), artist hospitality team and buggy drivers in consultation with Artist Hospitality Manager and Transport Co-ordinator.
4. Confirm work schedules and hours for the site meet and greet, artist hospitality and buggy drivers.
5. Assist in the inputting of staff/crew/artists details on to the accreditation database.
6. Ensuring all artist equipment is checked, updated, and ready to travel to site.
7. Ensure all artist crew invoices/payment details are with accounts and confirm with accounts they can be paid after the event.
8. Ensure UK mobile phones are in working order and allocate to necessary people (if required).
9. Liaise with site office staff before and during event on logistics when required (including but not limited to vehicle and buggy hire/repairs/reports).
9. Provide written debrief and attend final meeting if requested.

At Festival:

1. Ensure the meet and greet team have all the required information to give to artists on arrival at site including meal vouchers.
2. Arrange onsite meeting for all artist crew on suitable day/time
3. Work with the transport manager throughout the weekend on accommodation and transport to ensure the smooth running of this and to ensure that rest breaks are possible as well as early/late shift on each day of the festival.
4. Provide support during the festival to the artist team office as and when required.



Specific working requirements:

- Working hours are flexible and should be agreed in advance with Paula Henderson (some work can be done remotely). However, we would require this person to be in the WOMAD office as follows:
 - * 1 day a week in February and March
 - * 2 days a week in April and May
 - * 3 days a week in June
 - * Full time in July with two weeks prior to event very long and unsocialable hours.
- Availability to work at WOMAD in Charlton Park, UK is essential and please be aware that hours at the festival are approximately 18 hrs per day with very few breaks.