

Curation Producer

Curation Pod Description

Curation manages and facilitates the curation of what, and the process by which art, performances, and camps get to BitF. They bring the fun and the interaction to the event. This pod oversees the placement art throughout the site, works with and manages theme camps and sound camps, oversees art car applications, curates and coordinate workshops to be run from centre camp, recruits for and manages the fire show, and lets all of BitF's participants know where and when to find whatever intrigues them with the creation of the Event Map and the What Where When guide.

Curation Pod Responsibilities:

- Art Placement
- Theme Camp
- Sound Stage
- Sound
- Art Car
- Fire Show
- Map
- Workshops
- WWW

Reports to: GVIAS Board

Liases with:

- BitF Controller and Other Production Pods, particularly:
 - Foundations (centre camp)
 - Ops (placement)
 - Safety (art, art car and fire safety, fire tech)
- Communications Committee
- Contracts Committee
- Tech Committee (Ticketing)
- Volunteer Committee

Curation Producer Responsibilities

- Overseeing and ensuring all tasks under the Curation Pod's purview are completed on schedule
- Share management tasks with associate producers
- Interface with Board Liaison, BitF Chair, and Board as needed
- Recruit leads, delegate, and ask for help as needed
- Building the Curation teams and creating a supportive environment where Team Leads feel confident and supported in leading their own volunteers

- Seek leads interested in becoming producers, and mentor them to become producers if desired
- Interface with other Producers, pods and committees as needed
- Attending at least one BitF Production Team meeting per month
- Prepare any necessary budget for pod
- Prepare or delegate the preparation of requests for placement, signage, and survival guide submissions

Expectations

- Ensure all tasks under their purview are complete on schedule
- Build a successful and supportive team
- Attend all necessary meetings to ensure a successful event
- Work with the rest of the production team to plan and create the event
- Ensure all Curation Associate prods and team leads have what they need to be successful in their roles and arrive on site prepared for build week and the event
- Adhere to the production team's code of conduct.

Commitment: Oct - Sept

Term: 1 yr

Monthly:

- October to January, 1 hr/wk (BitF Production Retreat, production meetings, recruiting)
- January to March, 2 hrs/wk (producer meetings, meetings with team leads and recruiting, site visit)
- March to mid-May, 3 hours/week (BitF Town Hall, production meetings, Ops team meetings)
- Mid-May to mid-July, 4-5 hours/week (Safety Meeting, site visits, Production meetings, Curation team meetings)
- Onsite: One to three days prior to gates open to manage art and camps; Production shifts at event

Multiple Terms: Yes

Skills/Experience

- Planning and Coordination (preferably in event management)
- Volunteer management experience
- Strong written and verbal communication
- Previous attendance to BiTF nice to have
- Operations and Logistics coordination
- Preference for those who have held at least a curation team lead position or ass prod role in the past

Confidentiality agreement and Code of Conduct apply.