

Hazelhurst Estate,
13 Blackshaw Road,
London SW17 0DA

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Event Producer Job Description

Contract Fee: £150 per day for 10 Days
Reporting to: General Manager
Location: Homeworking, Wandsworth Work and Play Office

Hazelfest was conceived as a 'green festival' _to promote reuse through the arts – making and performing with what can be found and shared rather than purchased and consumed – for everybody whatever their background, age and ability. We also wanted to open-up an area of disused green space on the estate that is never used as it is inaccessible (due to its raised nature). Since its inception, the festival has grown significantly in its popularity and is now very much on the 'calendar of traditions' for the local community.

Job brief

We are looking for an experienced Event Producer, to project manager and deliver our annual mini festival on 24th May 2020. The event will be our 4th half day event in collaborations with the Wandsworth Arts Fringe. We are targeting older members of the community for Hazelfest 2020, beginning with a themed history morning prior to Hazelfest highlighting the V2 bomb incident at Hazelhurst Road SW17 in 1944. To celebrate the 75th anniversary of the event, survivors will share their memories from the day. At Hazelhurst those memoirs will be animated with a puppet show.

Where: On the green in front of Hayesend House Tower, Hazelhurst Estate, Blackshaw Road, Tooting

Target audience: 500 local residents

Responsibilities:

- Project manage and deliver the event
- Engage approximately 20 artists and performers to perform or facilitate workshops.
- Manage a small expense budget
- Deliver some small events to build momentum for Hazelfest. These need to be planned and executed, eg A Walking football tournament for the elderly with the final game at Hazelfest and some history-themed coffee and craft mornings around the 75th anniversary of the V2 bomb event.



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- Secure relevant permissions for the event, ie from the police, insurers, the local estate, and the Council
- Complete risk assessments for participating performers and artists
- Promotion of the event to local residents via our contact on the estate
- Publishing and distribution of promotional collateral
- Creation and implementation of a marketing plan
- Development and implementation of logistics plan for the event
- Management of Scrapstore volunteers to assist at the event.
- Health and Safety at the event e.g making sure equipment is checked and fit for purpose.

Overall the event should support children, young people, the elderly, arts and culture, and the environment.