



BOOMTOWN FESTIVAL PRODUCTION DELIVERY COORDINATOR

JOB DESCRIPTION

Job Title: Production Delivery Coordinator

Reports to: Production Manager

Contract Type: Freelance (9 days pre-production & 29 days onsite)

ABOUT BOOMTOWN

Boomtown isn't just a music festival, it's a fully immersive, living city of stories, characters, cutting edge design and radical creativity. Each year, we build a world from scratch: entire districts, political systems, architecture, and narratives - all rooted in bold imagination and a commitment to environmental and social progress.

ROLE DESCRIPTION

The Production Delivery Coordinator supports the Production Manager with the day-to-day operational delivery of Boomtown's city build and live site. This is a hands-on, site based role focused on coordination, progress tracking, and communication across multiple teams.

Working closely with the Production Manager, the role acts as an operational link between Set Design Managers, venue and area production teams, technical departments, and contractors, helping to ensure work is progressing in line with agreed schedules and plans.

This role does not carry line management or budget responsibility but requires confidence, organisation, and strong communication skills in a fast-paced festival environment.

Key responsibilities include both office tasks and computer work, and then hands on support in the field, so flexibility and a proactive attitude are essential.



KEY SKILLS AND EXPERIENCE

Onsite operational & Admin support

- Gather accurate updates on progress, issues, and immediate requirements
- Report clearly and consistently back to the Production Manager
- Support SDM's tracking issues with scaffolding sign-offs working with the Scaffolding and Staging Coordinator, issues with infrastructure and set delivery.
- Liaise onsite with scaffolding and steeldeck managers to support PM in monitoring progress and deliveries.
- Maintain clear records of deliveries, build progress, and outstanding requirements
- Flag delays, risks, or inconsistencies promptly
- Support with accreditation administration
- Adhoc support for the production team
- Running tasks off site
- Collection of deliveries

Schedule & delivery tracking

- Monitor progress against agreed schedules across multiple areas
- Identify and escalate emerging issues before they impact delivery
- Support teams to maintain clear and up-to-date operational records

Communication & coordination

- Support the flow of information between production office and site teams, and contractors.
- Assist the Production Manager by chasing actions and ensuring follow-ups are completed.
- Act as a reliable point of contact on site for operational queries

ESSENTIAL SKILLS

- Previous experience working in a production or site operations role within festivals, large-scale events, or complex builds



- Strong organisational skills and attention to detail
- Confident communicator, comfortable engaging with contractors and production staff
- Ability to work calmly and proactively in a fast paced, outdoor site environment
Practical understanding of festival build processes and site logistics
- Strong schedule coordination skills
- Proficient in Google Suite - particularly Google Sheets

DESIRED SKILLS

- A good understanding of Layher System Scaffolding
 - Working knowledge of Sketchup
 - An understanding of lighting, sound and SFX equipment.
 - Experience working with scaffolding, steeldeck, or temporary structures
 - Experience supporting senior production management on site
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POST DETAILS

This role is mainly site-based and requires flexibility around working hours, including long days during key build and live periods.

ADVANCE

Contract Length: 9 days advance (3 days a week from end of June)

Fee: £150/day

Location: Office in Bristol

ONSITE

Contract Length: 29 days (Mon, 20 Jul from Tue, 25 Aug - dates are flexible and days off will be outlined before starting onsite.)

Fee: £190/day

Location: On site.

**Equipment:**

You will be required to provide your own laptop and IT equipment, along with standard PPE (hi-vis and safety boots).

Accommodation:

You will need to provide your own onsite accommodation (tent or live-in vehicle).

Meals:

Crew catering or trader vouchers will be provided for working days.

This role requires a high level of flexibility. Working days, hours, and duration may change in line with site and production demands, including adjustments made during the onsite period.