JUNIOR PRODUCTION MANAGER

Reports to: Head of Production
Department: Production
Roles responsible for: None
Location: Boomtown HQ, Bristol, with hybrid working and onsite working at Matterley Estate, Winchester, during the festival period, supported by reasonable adjustments where needed.
Remuneration: £33,000 - £35,000 per annum dependent on experience

About Boomtown

Boomtown is a world leading creative organisation known for pioneering artistic output, large scale immersive environments and storytelling rooted in community values. Based in Bristol, we produce an annual five day festival at the Matterley Estate in the South Downs National Park, bringing together music, theatre, art, culture and innovation.

We exist to inspire creativity, connection and collective action. Beyond the event itself, we champion social awareness, environmental responsibility and community engagement through year round partnerships, educational initiatives and sustainability programmes.

Role purpose

Boomtown is recruiting a Junior Production Manager to support the planning and delivery of the festival's production, while taking ownership of defined projects and production areas.

Sitting between Production Coordinator and Production Manager level, the role combines coordination across the wider department with responsibility for progressing allocated work from early planning through to onsite delivery and derig.

The role suits someone with strong production coordination experience who has independently delivered smaller events or projects and is ready to develop within a large-scale festival environment.

Working with support from the Head of Production and wider Production Management team, the Junior Production Manager will build the experience and judgement needed to take on greater responsibility over time.

Scope of role

Depending on experience and project requirements, allocated work may include:

- Specific city districts, stages or smaller production areas.
- Set and scenic delivery.

- Production schedules and project tracking.
- Production office operations.
- Production site crew coordination.
- Supplier and contractor coordination.
- Creative lighting and technical workstreams.
- Steeldeck and associated production infrastructure.
- Smaller standalone stages or projects.

The allocation of work, level of ownership and support required will be agreed at the start of each project and reviewed as the postholder develops.

Key responsibilities

Core Responsibilities

Planning and project delivery

- Support the Head of Production and Production Managers with festival planning and delivery.
- Take ownership of agreed projects or production areas, progressing them through planning, build, show and derig.
- Develop and maintain schedules, task lists, trackers and project documentation, keeping information accurate, accessible and up to date.
- Track milestones, dependencies and outstanding decisions, raising potential delays or clashes early.
- Attend production meetings, record actions and follow through on agreed deliverables.
- Identify gaps in briefs, drawings, resources or schedules and seek clarification.

Production and supplier coordination

- Coordinate suppliers, contractors, crew and internal teams within allocated areas.
- Support the coordination of scenic construction, staging, infrastructure, lighting and other production elements.
- Prepare clear supplier briefs and scopes of work, obtain quotes and support purchasing for allocated projects.
- Monitor supplier progress and raise concerns with the relevant Production Manager or Head of Production.

Budgets and financial administration

- Track allocated budgets, orders, commitments and actual costs.
- Flag potential overspends or changes and obtain approval before making additional commitments.
- Support invoice checking, reconciliation and project close out.

Onsite coordination and safe delivery

- Support production management throughout build, show and derig, coordinating allocated projects, contractors and smaller teams within agreed responsibilities.
- Monitor onsite progress against schedules and communicate changes promptly.
- Work with relevant managers and Health & Safety colleagues to support safe delivery, including tracking required documentation, inspections and handovers.
- Promptly raise unsafe practices, delivery concerns and issues beyond your competence or authority.
- Support an orderly derig, equipment returns and completion of allocated work.

Systems and development

- Use departmental systems to maintain reliable budgets and project records.
- Contribute practical improvements to production processes and ways of working.
- Take part in debriefs and follow through on agreed improvements.
- Seek feedback, identify training needs and develop production management knowledge.

Cross Team Collaboration

- Work closely with the Head of Production, Production Managers, specialist leads and the Production Office team.
- Work with creative, technical and operational colleagues to turn agreed designs and briefs into practical delivery plans.
- Ensure relevant information reaches the people who need it in time.
- Maintain clear communication between teams where their work overlaps.
- Communicate clearly and respectfully with colleagues, suppliers, contractors and crew.
- Contribute to inclusive and accessible ways of working.

Responsibilities will be adaptable during the live event period. Adjustments and support will be discussed individually where needed.

Working relationships and authority

The Junior Production Manager reports to the Head of Production and works closely with Production Managers, specialist leads and the Production Office team.

Each allocated project will have an agreed scope, budget, reporting arrangement and level of delegated authority. Where work sits within another manager's portfolio, project priorities and decisions will be coordinated with that manager.

The postholder is expected to progress agreed work, make decisions within their authority and raise issues early. Significant changes to scope, expenditure, programme or technical requirements must be referred to the appropriate manager for approval.

Skills and experience

Essential

- Experience in production coordination, event production or a comparable live events role.
- Experience working on greenfield festivals.
- Experience independently managing smaller events, venues, stages, projects or production workstreams.
- Strong organisational skills and the ability to manage multiple priorities and deadlines.
- Experience coordinating suppliers, contractors, crew and internal teams.
- Clear communication and the ability to build effective working relationships.
- A practical approach to problem solving and the ability to remain calm under pressure.
- Strong attention to detail and consistent follow through.
- Confidence taking ownership and making decisions within agreed responsibilities.
- Strong spreadsheet skills, including maintaining trackers, budgets and production documents.
- A willingness to develop knowledge of temporary structures, scenic construction, technical production and festival operations.
- Experience using Sketchup
- A full UK driving licence.

Desirable

- Experience using Asana or similar project management software.
- Experience using Vectorworks
- Experience supporting scenic, staging, infrastructure or technical production delivery.
- Experience supervising a small team or coordinating an onsite crew.
- Relevant training in event production, project management or onsite safety.

Development and progression

An agreed development plan will identify initial project responsibilities, training needs and support from the Head of Production and wider management team.

Progression will be based on demonstrated delivery, sound judgement, budget management, communication and increasing independence.

As capability develops, the role may take ownership of larger or more complex production areas, with the potential to progress to Production Manager, subject to performance and business needs.

What success looks like

- Allocated projects have clear plans, current information and understood responsibilities.
- Tasks and milestones are progressed consistently.
- Suppliers and teams receive the information they need in time.
- Budget records are accurate and changes are approved appropriately.
- Risks, delays and concerns are raised early.
- Allocated work is delivered safely and meets agreed requirements.
- Responsibility and independence increase as experience develops.

Why work for Boomtown

- Work within one of the UK's most creative and ambitious festival organisations.
- Contribute to meaningful cultural, environmental and social impact.
- Join a collaborative, values-driven working environment.
- Work within a flexible and trust-based working culture.
- Be part of a team that supports one another and celebrates shared achievement.
- Broaden your experience in large-scale live events within the scope of your role.

We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and we are happy to discuss adjustments or access needs at any stage of the process

Our Values

- **Respect Yourself** – supporting autonomy, wellbeing and authentic expression.
- **Respect Each Other** – fostering inclusion, equity and belonging.
- **Respect the Planet** – prioritising environmental stewardship and regeneration.
- **Creativity** – pushing boundaries and nurturing artistic exploration.
- **Connection** – cultivating community and meaningful collaboration.
- **Celebration** – embracing joy, humanity and shared experience.

Working conditions

- Full time, permanent role, working five days per week.
- A minimum of three days per week based in the Bristol office outside onsite periods.
- Significant onsite working at Matterley Estate, Winchester, during festival build, show and derig.
- Flexibility in working hours will be required during peak delivery periods, in line with agreed company arrangements.

Role Details

Contract: Full time, permanent.

Hours and working pattern: Five days per week based in the Bristol office outside onsite periods.

Onsite residency requirement: Significant onsite working at Matterley Estate, Winchester, during festival build, show and derig for around 7 weeks in July and August.

Flexibility in working hours will be required during peak delivery periods, in line with agreed company arrangements. We will discuss individual needs and reasonable adjustments in advance of the onsite period.

Additional benefits and support:

- Generous annual leave allowance, including extra time off over Christmas and your birthday.
- Pension scheme.
- Salary sacrifice schemes for bikes, including e-bikes, and IT equipment.
- Enhanced maternity and paternity leave, subject to eligibility.
- Employee wellbeing support, including a 24/7 counselling service.
- Regular staff socials.

Start Date

14th January 2027

Holiday Entitlement

20 days plus UK Bank Holidays, one day for your birthday and an extended Christmas break.

Application Process

To apply, please complete our application form and submit your CV via this link

The form will ask a few questions about your experience, including your work on greenfield festivals and any projects or production areas you have managed.

Application deadline: 14th November 2026
Shortlisting: 14th - 17th November 2026
First stage interviews: 23rd & 24th November 2026
Second stage interviews: 3rd December 2026
Anticipated start date: 14th January 2027

Shortlisted applicants will be invited to an initial conversation, followed by an interview to discuss their experience and approach to production delivery.Second stage interviews will take place in person at Boomtown HQ, Bristol.

We are happy to discuss adjustments or access needs at any stage of the application process. If you have any questions or would like to discuss an alternative way to apply, please contact production@boomtownfair.co.uk