



The World Famous

OPERATIONS & SYSTEMS MANAGER

Background

The World Famous is a cutting-edge pyrotechnical arts company with an international reputation for creating high quality, innovative shows using fire and fireworks.

The work of the company is diverse and exciting, ranging from intimate installations to large scale spectacles. We create firework displays, outdoor theatrical spectacles, sculptural bonfires and site-specific shows. Our touring shows – *Sticky* (with *Improbable*), *Blast!*, *Crackers?* and *Full Circle* have travelled to arts festivals throughout the UK and internationally. There's more about our work at www.theworldfamous.co.uk

We are based in ex-agricultural premises in Hadlow, Kent, where we have an office, workshop, storage and temporary crew accommodation. The company is run by its Director, Administrator and Production Manager, with the support of 4 Associate Directors and a large team of freelance artists and technicians who join us on projects. We are a small company – with only 3 full-time staff (Director, Production Manager & Administrator) and a freelance crew, the culture of the company involves everyone 'mucking in' to get the work done.

This is an exciting time for The World Famous. With only 2 years to go to the 2012 Olympics, the opportunities to create large outdoor shows and fireworks are manifest. As a company creating large scale outdoor work, we aim to produce shows of the highest quality and strive to be the best artists in our field in the country. In the 10 years of our existence, The World Famous has developed at a rapid pace, in terms of both the infrastructure of the company and the scale and quality of our shows. Over the next 2 years, we will continue our creative and professional development, build our technical and artistic capabilities and explore new outlets and audiences for our work. Ongoing training of our existing team and recruitment of new artists and technicians is expanding our capacity and building the professionalism of the company.

As the company expands and develops, it is vital that we maintain the quality of work and attention to detail that our reputation is built on. To comply with the 50 or more separate pieces of legislation that govern the activities of the company, we will undergo a process of systemizing our procedures – from dynamic risk assessment of shows to regular testing of all our equipment to improved management of our firework stocks. Within the fireworks industry, there is constant ongoing debate about preferred processes and techniques; we need to engage with and lead the debate, conduct rigorous research to back up our case, and play a leading role in setting industry standards.

We have found that while international touring enhances our reputation at home, and provides a massive potential audience for our work, the complexities of legal compliance at home is multiplied many times when working abroad, from ever-changing rules for explosives

transportation to the idiosyncrasies of national and regional fireworks regulations. Extending our international touring capacity requires increased knowledge and improved procedures in this area.

Pyrotechny and fireworking appear to some as gratuitous in their use of natural resources and creation of carbon dioxide. We believe that the social benefits of our shows make them worthwhile, but are also starting to explore ways of assessing and reducing the environmental impact of our work. This includes working with *Julie's Bicycle* to conduct an Environmental Impact Assessment of our activities, and to implement the new British Standard for Sustainable Events throughout the company.

The Job

An Operations & Systems Manager is required on a 2 year fixed-term contract to manage our facility in Hadlow, systemize the operations of the company and develop our expertise in legality, safety, transportation and international regulation. The brief includes implementation of BS 8901 for Sustainable Events and setting up systems and procedures for all aspects of our operations, from maintaining and testing equipment to logging the use and disposal of every firework, to transporting fireworks internationally. An important part of the role will be the dissemination of information throughout the company – through documentation and training of all the relevant people – and (where appropriate) beyond the company, through submissions to the British Pyrotechnics Association, Explosives Industry Group, HSE and insurers.

Primary Tasks

1. To be responsible for the company's facilities in Hadlow: storage, workshop, fusing shed, etc.
2. To review the existing procedures and systems within the company
3. In consultation with key people within the organisation, to implement and improve systems in all areas of our activity – maintenance & testing of equipment, managing stocks of fireworks and other materials, preparing and rigging fireworks, assessing and managing risks at our premises and on site.
4. With training & support from an outside agency, to implement BS8901 for Sustainable Events throughout the company's activities.
5. With advice from an outside agency, to review current legislation relating to Health & Safety, fireworks and explosives transport & storage, and update and improve our procedures, systems and facilities to comply.
6. To conduct & document testing of firework equipment and rigging techniques and suggest improvements where appropriate.
7. To review international regulations regarding transport & firing of fireworks, and implement an in-house information resource to facilitate international work.
8. To produce documentation / manuals and provide training as required for all improved procedures.
9. To present the company's methods and techniques to outside agencies – insurers, industry bodies, HSE, etc. – and contribute to improved standards across the industry.
10. To work with initiative and flexibility to develop the position and respond to the needs of a developing arts organisation.

Some areas of the job description are negotiable, dependent on the specific skills and experience of the successful candidate.

Conditions

The main conditions of employment are as follows:

- Salary range £23,500 – £27,000 depending on experience
- The Operations & Systems Manager will report directly to the Director, and will work closely with the Production Manager, Administrator and freelance crew.
- Location: The post is based at our premises in Hadlow, Kent
- Hours: 40 hours per week. These will be organized to coincide largely with normal office hours, Monday to Friday, but can have some flexibility. However, you may be required – with reasonable notice – to work at specific times, including evenings and weekends.
- Contract: The post is fixed term for 22 months. This may be extended subject to finance.
- Holidays: All statutory holidays plus 20 working days annual leave.

Application

If you would like an informal discussion about the post before application, please call Mike Roberts, director of the company, on 07974 305685.

Application is by CV and covering letter. Your letter should explain why you want to work for TWF, and why we want you, with specific reference to the job description and person specification above. Please include contact details (e-mail and phone if possible) for 2 referees.

Please return your completed application form by 31st March

We prefer electronic submissions, sent to emeline@theworldfamous.co.uk. Paper applications should be addressed to Emeline Fevotte, The World Famous, Boundary Farm, Maidstone Road, Hadlow, Kent TN11 0JH.