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## Terms of Reference (ToR) for Festival Producer

**Position:** Festival Producer

**Report To:** Executive Director

### Introduction

The Festival Producer plays an important role in the planning, coordination, and execution of DokuFest's annual festival. As the operational leader of the festival, the Festival Producer ensures the seamless integration of all departments, from programming to logistics, while adhering to budgets and timelines. This role requires exceptional organizational skills, creative problem-solving, and the ability to manage complex events. The Festival Producer works closely with the Artistic Director, Head of Administration and Finance, and Logistics Team to deliver an exceptional festival experience.

### Key Competencies

#### 1. Event Management and Coordination

- **Project Planning:** Expertise in developing and executing detailed festival plans, ensuring all departments align with the festival timeline.
- **Resource Management:** Ability to allocate and optimize resources efficiently across multiple events.
- **Problem Solving:** Skills to address and resolve operational challenges promptly.

#### 2. Leadership and Collaboration

- **Team Coordination:** Proficient in managing teams across multiple departments, fostering collaboration and accountability.
- **Vendor and Partner Relations:** Skilled at building relationships with suppliers, contractors, and external partners.
- **Stakeholder Communication:** Maintains clear communication with leadership, ensuring alignment with festival goals.

#### 3. Budgeting and Financial Oversight

- **Budget Management:** Expertise in managing festival budgets, ensuring cost-effectiveness and adherence to financial constraints.
- **Grant and Sponsorship Support:** Collaborates with the Head of Administration and Finance to secure funding for festival activities.

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## 4. Attention to Detail and Compliance

- **Operational Precision:** Ensures all logistical and operational aspects of the festival meet safety and quality standards.
- **Compliance:** Ensures adherence to local regulations and permits, coordinating with the Logistics Department.

## Responsibilities

### 1. Festival Planning and Execution

- Develop and oversee the master plan for the festival, ensuring alignment with the artistic vision and organizational goals.
- Coordinate all departments involved in the festival, ensuring smooth and timely execution of tasks.
- Oversee the creation and management of festival venues, ensuring all spaces are prepared to host events.

### 2. Team Leadership and Coordination

- Supervise department heads, including Logistics, Marketing, and Media teams, to ensure cohesion and efficiency.
- Collaborate with the Artistic Director to align programming with logistical and operational realities.
- Manage volunteer recruitment and training, ensuring a well-prepared and motivated team.

### 3. Financial and Administrative Oversight

- Monitor festival budgets, ensuring financial discipline and transparency.
- Work with the Head of Administration and Finance to finalize contracts and manage expenses.
- Prepare financial and operational reports for the Executive Director post-festival.

### 4. Stakeholder and Vendor Relations

- Negotiate and manage contracts with suppliers, venues, and external partners.
- Act as a liaison with sponsors and donors, ensuring their expectations are met.
- Collaborate with media partners to ensure effective festival coverage.

## Key Qualifications

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- **Experience:** Minimum of 5 years in event or festival production, preferably in cultural or non-profit sectors.
  - **Education:** Degree in Event Management, Arts Administration, or related fields.
  - **Skills:** Strong project management, leadership, and organizational skills with experience managing large-scale events.
  - **Languages:** Proficiency in English and Albanian; additional languages are advantageous.

**Personal Attributes:** Detail-oriented, resourceful, adaptable, and passionate about delivering high-quality cultural experiences.