



SUMMER IN THE CITY 2015

EXPRESSIONS OF INTEREST

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Production, Supply & Management

Background:

The Waterford **Summer in the City** has been in existence for seven years. It is a programme of weekly summer events that aims to animate the City particularly on Fridays and Saturdays. This call for expressions of interest is largely based around the events that occur in John Roberts Square and Michael Street between late May and early September. Ancillary events, that are independently funded, also occur in the Viking Triangle area (Bailey's New Street, Cathedral Square area, Cathedral Plaza), New Street Gardens and the William Vincent Wallace Plaza.

Brief:

This call for expressions of interest is specifically for the general production work prior to, including and post the Summer in the City Programme. (The entertainment element of the programme runs from June 5th through to August 29th). The deadline for expressions of interest is May 1st.

Working closely with Programme Managers, it to supply and manage production including preparation, deliveryerection and disassembly of staging, electrical works, safety, certification for insurance purposes, onsite stage & production management of events and supply of post summer report of the Summer City Programme.

It will also include:

- The safe build and accredited certification of the stage and coverings in John Roberts Square and Bailey's New Street (Clem Hire to supply and erect covers).
- The supply and accredited certification of electrical works to the above named stages including the cost of connecting to the mains electricity.
- It will also cover general production management to the weekly locations of the Viking Plaza, Bailey's New Street and occasionally to the William Vincent Wallace Plaza.
- The sourcing and erection and post event clearing of exhibition hanging apparatus for the four 'Art on the Railing' events during the summer (working with the relevant programme manager).
- The collection, set-up (take down etc) and management of supplied Public Address System(s).

- Onsite stage and safety management of the John Roberts stage on Fridays, Saturdays (and under an agreed pro-rata rate for Sundays and additional days).
- Ensuring that the performance environments are in a clean, safe and presentable condition for usage as well as aesthetically pleasing.
- The preparation and delivery of an overall **Event Management Plan** and the notification to the relevant authorities and liaison with same.

The programme must include all expenses, taxes and insurances (PL & Employers) and an indemnity excluding Waterford City & County Council from any claims as a direct result of negligence during the operation of the programme.

The Production Manager will be expected to liaise with the programme managers and between them supply a brief weekly report stating activities, audience figures, strengths, weaknesses, further opportunities.

Managers will report to the Summer City Co-ordinating committee.

The maximum budgeted for this strand of the Summer in the City Programme is **€7,735**.

Expressions of interest must include a detailed working schedule sample (Gantt Chart) and it must prove to be achievable. The deadline for expressions of interest is May 1st. If successful, you will be expected to liaise with Programme Managers and have a full production schedule, including Event Management plan by May 18th.

Expressions will be marked in the order of:

- Detailed working schedule (including a Gantt Chart of same)
- Achievability
- Price

For further information contact Conor Nolan: conornolan@waterfordcouncil.ie

Deadline for Expression of Interest: May 1st, 2015. Email proposal to conornolan@waterfordcouncil.ie