

Job Title: Creative Producer
Reports to: Director
Salary: £30,000 to £34,000 dependent on experience
Working Hours: 09.00- 5.00pm Monday – Friday
Flexibility is essential particularly during the festival period.
Location: Flexible including work from home, but with a weekly presence in our Bradford-based office (subject to restrictions being lifted).

Background: Bradford Literature Festival is an annual, 500 event, ten day festival, held between June and July each year in the heart of Bradford. The festival was launched in 2014 with the aim of creating a national destination festival, offering high-quality, accessible arts and cultural content for local communities, families and children.

In addition to the annual festival, BLF delivers year-round programmes for schools, communities and events for the general public.

Bradford Literature Festival is looking for a Creative Producer to:

- Work alongside the festival's existing Creative Producer across a number of programme strands; including the annual public festival programme, community programmes and education programmes, and other year-round events and activities.
- Take specific responsibility for discretely funded projects which sit within the wider festival programme, including day-to-day responsibility for relationship management with stakeholders, partners, monitoring and ensuring funding conditions are met.
- Work alongside the Creative Producer and Festival Director to develop and manage relationships with publishers, artists, creative partners, sponsors and funders etc.
- Support the Director on festival activity as required including the development of funding bids where appropriate.

Job Description

Under the direction of the Festival Director, the Creative Producer's role and responsibilities will include (though not be limited to):

- Working alongside the existing Creative Producer and Director on programming; working with artists, performers, publishers, agents, funders and creative organisations to research, curate, plan and deliver a high-quality programme of events and creative activities in communities, at the annual public festival and as part of the Education Programme.
- Leading day-to-day on the management and delivery of specific year-round projects and activities, particularly those with a community engagement element/with grassroots community organisations and/or those which have

been funded as activity strands within the wider festival programme, including day-to-day responsibility for project budgets and monitoring/evaluation.

- Attending and managing events year-round, including in community spaces, schools and possibly in locations outside of the West Yorkshire region. This may include elements of venue management, stage management, responsibility for managing volunteers and junior staff.
- Alongside the rest of the senior team and seasonal senior staff such as the Tech Managers, Volunteers Manager and Box Office Manager, taking a leading role in the delivery of the annual festival across all activity strands and offering a senior level of support as required across any/all areas of production.
- Maintaining good lines of communication in relation to events/projects on which you are leading, with your fellow Creative Producer and Operations Manager to ensure that elements of festival production such as artist travel and accommodation, event scheduling, staffing and marketing are managed and delivered to schedule and in budget.
- Supporting the marketing team with clear notes and information for marketing such as copywriting and brochure design; proof reading and contributing to copywriting where needed.
- Ensuring that junior colleagues responsible for administrative tasks such as travel bookings, accommodation, catering etc. have all of the information they need.
- Supporting the Festival Director in engaging potential sponsors and other funders to part-fund Bradford Literature Festival, and maintain good relationships with existing partners, stakeholders, sponsors and funders.
- Supporting the Festival Director on bid writing, reporting and any other related activity that may be required.

The role requires some flexibility of working hours and patterns, particularly at the point of delivery, and a driving license and own vehicle is preferred.

Personal Specifications

Essential

- Proven track record of experience as a Producer/ Creative Producer and/or Project Manager
- Proven experience of successfully managing the development and delivery of complex events through all stages of development to completion and evaluation
- An articulate and sensitive communicator and influencer who can develop long standing relationships
- Experience of budget management
- Experience of effectively managing and prioritising multiple strands of work simultaneously
- Proven organisational skills and ability to work to deadlines and under own direction.
- Excellent verbal and written skills
- Able to work quickly and accurately, in a time sensitive environment
- Comprehensive IT knowledge, including Microsoft Office, and Mac

Desirable

- A personal love of, and interest in, literature, the arts and culture
- Passionate belief in the importance of the arts and culture, particularly literature and literacy, to increase levels aspiration, build ambition, support the regeneration of communities and community cohesion
- Experience building relationships/working with community groups and grassroots organisations
- Experience working closely with artists and practitioners, agents and publicists
- Experience supporting and managing small teams of junior staff
- Hold an existing DBS or be willing to undertake one
- Capable of working in a small, close-knit team
- Ability to work flexibly when required, particularly during the core festival period.
- A passion for literature and an interest in the work of Bradford Literature Festival

Personal Attributes

- Understanding of the challenges facing the creative sector as a result of the Covid-19 pandemic
- Excellent communicator
- Demonstrate sensitivity and possess the ability to work with a broad range of people
- Team player
- Confident independent worker
- Adaptable problem-solver
- Ability to work under pressure and deliver to tight deadlines
- Passionate about the transformational power of the arts

HOW TO APPLY

Please send a 2 page CV along with a covering letter responding to the job description, explaining:

- Why this opportunity interests you (up to 300 words).
- Your relevant experience.
- What skills and qualities you can bring to Bradford Literature Festival.
- Your educational qualifications.
- Your notice period for your current work.
- Your full contact details (including any relevant web links).
- When we can best contact you.
- Names and contacts of 2 referees that will be available to be contacted (at least one must be a recent employer).

Please note that given anticipated demand, we can ONLY respond to those we invite for interview.

If you have any questions, or require further information prior to submitting your application, please contact jobs@bradfordliteraturefestival.co.uk. Applications should be sent to the same email address.

For more information on the festival and our schools' programme please visit: <http://www.bradfordlitfest.co.uk/schools>

You can also follow us online:

<https://www.facebook.com/bradfordlitfest>