



- Job Title:** Creative Producer
- Basic Terms:** £30k - £34k dependent on experience
- Location:** Bradford Literature Festival Offices
- Working Hours:** Flexible during core office hours of 8am – 6pm, Monday – Friday.  
*An understanding of extended working hours is essential particularly during the festival period.*
- Reports to:** Head of Programmes
- Closing date:** Monday 5 September
- Start date:** ASAP
- Interviews:** Interviews will be held in early-mid September

### **Background**

Bradford Literature Festival is an annual arts event and year-round cultural outreach programme that hosts respected authors, poets, speakers, musicians and artists from Bradford, the UK and around the world. Founded in 2014, BLF is now a key event in the UK cultural calendar and the most diverse literature festival in the country.

A young festival, BLF has grown rapidly in size and popularity. The festival takes place annually over 10-days at the end of June and the start of July, with a programme of nearly 500 events stretching from the heart of the city and across the district. BLF's signature mix of topic-led events, which include author talks, world-class poetry line-ups, live music, film, theatre and more, attract more than 70,000 people to Bradford each year. Alongside the main festival programme, our Early Years, Schools and Education programme invites children from all over Bradford District and families from all over the UK to participate in our unique brand of fun-led learning.

Please note that the appointment is subject to a satisfactory 3-month performance review. The role requires flexibility of working hours and patterns, and a driving license and own vehicle is preferred.

BLF is looking for an outgoing, enthusiastic and creative person to join the festival team as a Creative Producer. This role would suit anybody currently working in a related role who is looking to gain new experience, be able to work more creatively, and work within the fast-paced and rewarding arts and culture industry.

### **Main Responsibilities**

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

- Working under the direction of Artistic Director & Head of Programmes and alongside the existing Producers; 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 and at the annual public festival.
- 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

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programme.

- Attending and managing events year-round, including in community spaces, schools and possibly in locations outside of the West Yorkshire region. As well as creative producing, this may include elements of venue management, stage management, responsibility for managing volunteers and occasional task managing of 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 Producers and Production 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 on 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 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 flexibility of working hours and patterns, particularly at programming deadline points of delivery, and a driving license and own vehicle is preferred.

### **Personal Specifications**

#### *Essential*

- Proven track record of experience as a Programmer / Producer/ Creative Producer and/or Project Manager in an arts organisation or festival.
- 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

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- Excellent verbal and written skills
- Able to work quickly and accurately, in a time sensitive environment
- Ability to work flexibly when required, particularly during the core festival period
- Comprehensive IT knowledge, including Microsoft Office, and Mac
- Hold an existing DBS or be willing to undertake one
- Capable of working in a small, close-knit team
- A passion for literature and an interest in the work of Bradford Literature Festival

#### *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 schools, community groups and grassroots organisations.
- Experience working closely with artists and practitioners, agents and publicists
- Experience supporting small teams of junior staff

#### *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 us a 2-page CV along with a covering letter (no more than 2 pages) responding to the job description, explaining:

- Why this opportunity interests you;
- What your relevant experience is in similar work environments;
- What particular skills and qualities you can bring to Bradford Literature Festival;
- Your educational qualifications;

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- 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.

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](mailto:jobs@bradfordliteraturefestival.co.uk). Applications should be sent to the same email address.

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

You can also follow us online:  
Twitter/ Facebook/ Instagram: BradfordLitFest

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