

CREATIVE PRODUCER



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**Paul Hamlyn
Foundation**



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL



**UNIVERSITY of
BRADFORD**



JOB TITLE: CREATIVE PRODUCER
DEPARTMENT: PROGRAMMING
REPORTING TO: HEAD OF PROGRAMME AND MARKETING

MAIN PURPOSE:

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.

**“ We do somethings because they are popular,
we do other things because they are important.
Syima Aslam, CEO & Artistic Director ”**

Bradford Literature Festival (BLF) is an annual festival and year-round cultural outreach programme that hosts local, national and international authors, poets, speakers, musicians and artists from Bradford, the UK and around the world. BLF is in the top three largest literature festivals in the UK and is the most diverse literature festival in Europe.

The Festival programme runs for 10 days in June and July each year, with a programme of over 650 events ranging from faith, mysticism and philosophy, comics and contemporary culture to music, poetry and politics.

BLF has grown rapidly in size and popularity, engaging over 550,000 audiences including 210,000 children and young people since its inception. In 2023 alone, BLF's signature mix of topic-led events including author talks, world-class poetry, live music, film, theatre and more, attracted over 116,000 audiences.





MAIN DUTIES & RESPONSIBILITIES

- Under the direction of Artistic Director & Head of Programme and Marketing work with artists, performers, publishers, agents, funders and creative organisations to research, curate, plan and deliver a high-quality programme of events and creative activities at the annual public festival.
- Researches, develops, and delivers events within assigned strands with guidance and feedback.
- Liaises with artists, speakers, and partners for assigned events.
- Maintain clear communication regarding your events/projects to ensure that production elements of festival (artist travel and accommodation, event scheduling, staffing and marketing) are managed and delivered on time and within budget.
- Support the marketing team with accurate information for copywriting; occasionally writing and proof-reading.
- Ensure colleagues responsible for administrative tasks such as travel bookings, accommodation, catering etc. have the necessary information.
- Collects artist and partner feedback and gives feedback for improvement. Logs and prioritises invoices.
- Meet agreed delivery standards and deadlines, escalating major or complex problems to senior colleagues when necessary.





PERSON SPECIFICATION

- 1–4 years experience in arts programming, event management or related creative project delivery.
- Demonstrable experience of successfully managing the development and delivery of events through to completion and evaluation.
- Strong organisational skills with the ability to manage multiple tasks and meet deadlines.
- Confident communicator, able to build effective working relationships with artists, partners and colleagues.
- Experience of supporting or monitoring budgets.
- Excellent verbal and written communication skills.
- Able to work quickly and accurately in a time-sensitive environment.
- Flexible and reliable, including availability for evenings and weekends during the festival.

YOU WILL BE

- Passionate about the transformational power of the arts.
- Experienced in working closely with artists, practitioners, agents and publicists.
- Creative and enthusiastic, with an interest in developing programming experience.

IDEALLY, YOU WILL ALSO HAVE

- A driving license and own vehicle would be advantageous.
- Experience supporting junior staff.





WE EXPECT ALL STAFF TO

- Develop an understanding of Bradford Literature Festival, its values and the benefits it brings to the Bradford District.
- Create a positive working environment, underpinned by the organisation's values.
- Act as a representative for BLF.
- Drive change within our sector by promoting inclusivity and equity through both our actions and our words.
- Foster a workplace culture that acknowledges and commends diversity and sustainability.
- Have a positive and enthusiastic attitude, while also possessing keen attention to detail and a strong dedication to both excellence and innovation.
- Be committed to promoting representation and inclusivity at all levels of the organisation, while demonstrating a proven ability to collaborate effectively with individuals from a wide range of backgrounds.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.



OUR VISION

Our vision is to create a fairer society through access to high quality arts and literature for all.

WORKING TERMS

Hours: 40 hours a week including a 30 minute paid break. These can be worked flexibly, but the role is entirely office based.

Salary: £30,000 - £34,000 per annum

Annual Leave: 25 days plus bank holidays

Pension contribution: 3% employer contribution

During peak times of the year, start and finish times will be variable and will depend on the requirements of the festival. During the festival period you will be expected to work evenings and weekends as required.

