PRODUCTION & OPERATIONS: EXPRESSIONS OF INTEREST

BRADFORD LITERATURE FESTIVAL



CLOSING DATE:
1 December 2026

FIND OUT MORE: BRADFORDLITFEST.CO.UK
EMAIL: JOBS@BRADFORDLITFEST.CO.UK

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City of BRADFORD METROPOLITAN DISTRICT COUNCIL
UNIVERSITY of BRADFORD
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EXPRESSIONS OF INTEREST

Bradford Literature Festival is inviting expressions of interest from experienced production and operations professionals to lead and manage the festival's production team, taking responsibility for planning and delivering its production and operational requirements before, during and after the festival.

We are open to discussing employment, including a fixed-term contract, or a freelance arrangement. We would welcome a conversation about your experience, your interest in the opportunity and how you could work with us.

Please contact jobs@bradfordlitfest.co.uk to discuss your interest.
Closing date for expressions of interest: 1 December 2026.

THE OPPORTUNITY

We are looking for someone with the experience and practical leadership skills to run the production and operations team and coordinate the people, resources and arrangements needed to deliver a safe, professional and well-organised festival across multiple venues.

The opportunity covers the full production cycle: planning, venue arrangements, supplier coordination, budgeting and team recruitment, through to live festival delivery, close-down and post-festival review. It includes overseeing the production, technical, venue and volunteer teams, bringing together staff, freelancers, suppliers and contractors to ensure that all aspects of delivery are effectively managed.

Working closely with the CEO & Artistic Director and colleagues across the festival, you would provide operational expertise, manage delivery within agreed budgets and take responsibility for resolving practical challenges and responding to changing requirements.

The responsibilities outlined in this pack set out what the opportunity would entail and provide a basis for discussing the working arrangements.

ABOUT BRADFORD LITERATURE FESTIVAL

Bradford Literature Festival is an annual arts and literature festival with a year-round cultural outreach programme.

Founded in 2014, it brings together renowned authors, poets, speakers, musicians and artists from Bradford, across the UK and around the world.

With a programme of more than 750 events across the city and district, the festival combines author talks, poetry, live music, film, theatre and more.

OUR VISION IS TO CREATE A FAIRER SOCIETY THROUGH ACCESS TO HIGH-QUALITY ARTS AND LITERATURE FOR ALL.

KEY RESPONSIBILITIES

Annual Planning and Production Management

- Lead and maintain the annual production and operational plan, establishing clear priorities, schedules and milestones from post-festival review through to the next festival cycle.
- Review previous festival delivery and ensure that lessons learned, operational issues and recommendations for improvement are incorporated into future planning.
- Lead venue enquiries, inspections, negotiations and contract progression in accordance with agreed festival dates and programme requirements.
- Develop and manage production budgets, reviewing anticipated costs, obtaining and comparing supplier quotations, and monitoring expenditure and financial commitments within agreed budgets.
- Establish regular production planning meetings with the CEO and maintain clear oversight of progress, deadlines and significant operational decisions.
- Oversee the preparation and maintenance of venue production sheets, schedules, access arrangements, equipment plans and operational documentation.



KEY RESPONSIBILITIES

Staffing and Team Management

- Lead workforce planning, recruitment and appointment of the festival's production and operations team, including the Deputy Production Manager, Technical Manager, Volunteer Manager, Venue Managers, Stage Managers, Production Assistant, runners and other operational staff and freelancers.
- Ensure appropriate staffing arrangements, induction, training, supervision and welfare provisions are in place, including training on customer service, health and safety, safeguarding, accessibility, radio procedures, emergency procedures, venue operations and ticket scanning.
- Hold overall accountability for the management, performance and delivery of the production, technical, venue and volunteer teams, ensuring clear reporting lines, effective leadership and appropriate supervision throughout the festival.
- Oversee staff catering and welfare requirements as part of festival operations.



KEY RESPONSIBILITIES

Venues, Suppliers and Infrastructure

- Coordinating production requirements across all festival venues, maintaining effective relationships with venue representatives and stakeholders.
- Sourcing, assessment, appointment and management of suppliers and contractors, ensuring delivery against agreed requirements, standards, budgets and contracts.
- Oversee the planning and delivery of festival infrastructure and temporary facilities, including the Festival Hub, structures, flooring, production office space and associated services.
- Manage transport and logistics requirements, including vehicle hire, equipment movement, deliveries and collections.
- Ensure appropriate technical, equipment, hospitality, catering, drinking water, cleaning, waste, security and communications arrangements are in place.
- Oversee venue opening, readiness, closing, reinstatement and handover arrangements, ensuring that agreed requirements are met.



KEY RESPONSIBILITIES

Departmental Coordination

- Work closely with Programming, Marketing, Finance and Development departments to ensure production requirements are understood and effectively coordinated.
- Work with Programming to establish technical and operational requirements, assess feasibility and manage changes across relevant teams.
- Coordinate Marketing requirements for signage, venue dressing and other production support.
- Maintain effective communication between the Production Office, venue teams, suppliers, contractors and festival management.
- Provide operational updates, advice and recommendations to the CEO and senior colleagues, identifying key issues, risks and decisions requiring attention.



KEY RESPONSIBILITIES

Health, Safety and Operational Compliance

- Take responsibility for ensuring that festival production and operations are planned and delivered safely, in accordance with relevant legislation, organisational policies and agreed safety procedures.
- Oversee the preparation and coordination of risk assessments, method statements, emergency plans and other required operational safety documentation.
- Coordinate the preparation and timely submission of the Event Management Plan and relevant documentation to Bradford Council and the appropriate safety advisory bodies.
- Oversee venue inspections and ensure that arrangements meet relevant requirements for safe access, emergency routes, accessibility and operational readiness.
- Ensure appropriate final checks are completed across staffing, equipment, schedules, communications, emergency arrangements, signage, venue dressing and other operational requirements.
- Maintain oversight of operational risks and contingency arrangements, responding effectively to incidents and changing requirements and ensuring appropriate reporting and escalation.
- Ensure that environmental sustainability, accessibility and other relevant organisational commitments are incorporated into festival operations.



KEY RESPONSIBILITIES

Festival Delivery and Daily Operations

- Lead daily production and operational delivery throughout the festival, acting as the central operational lead across all venues and activities.
- Direct and oversee venue readiness, providing leadership and support to Venue Managers, Stage Managers, Technical Managers, Box Office teams, Volunteer Managers and other operational staff.
- Maintain overall oversight of suppliers, contractors, staff, volunteers, runners, equipment, logistics and changing operational requirements.
- Oversee the effective operation of the Production Office, including daily schedules, technical and hospitality riders, staffing coverage, volunteer requirements and runner priorities.
- Coordinate operational information required by venue partners and stakeholders, including the University of Bradford where applicable.
- Monitor and resolve operational issues relating to venues, facilities, cleaning, waste, equipment, communications and programme changes.
- Review completed events, gather operational feedback and ensure that preparations for subsequent festival days are appropriately coordinated.



KEY RESPONSIBILITIES

Close-Down, Reconciliation and Review

- Lead the coordinated close-down of festival operations, including venue reinstatement and formal handovers with venue representatives.
- Oversee the recovery, checking, storage and recording of equipment and radios, supplier collections and vehicle returns.
- Ensure production offices and storage areas are appropriately secured, cleared and inventoried, with confidential documentation stored securely.
- Lead post-festival debriefs and gather feedback from staff, freelancers, volunteers, suppliers, venues and relevant departments.
- Evaluate operational performance, including incidents, staffing, equipment, supplier and venue performance, budgets and lessons learned.
- Work with Finance to complete outstanding production invoices and financial reconciliation, reviewing actual expenditure against agreed budgets.
- Produce the annual production report, presenting key findings, operational performance and recommendations for improvement to the CEO and Senior Management Team.



KEY RESPONSIBILITIES

Records and Documentation

Maintain accurate, current and accessible production records, including:

- Production plans, venue production sheets, schedules and contact lists.
- Venue contracts, supplier contracts, quotations and service agreements.
- Risk assessments, health and safety documentation, safeguarding procedures, emergency plans, insurance certificates and Event Management Plans.
- Staffing and volunteer lists, rotas, induction and training records.
- Equipment inventories, issue and return records, incident logs and lessons learned.
- Production budgets, supplier reviews, invoices and post-festival reconciliation records.



KEY RESPONSIBILITIES

Accountability and Decision-Making

The role will take overall responsibility for the planning, management and delivery of the festival's production and operational requirements.
The postholder is expected to exercise independent judgement, provide effective leadership and take ownership of operational planning, management and delivery without requiring detailed supervision.
The postholder will manage budgets, resources, staff and operational commitments within agreed authority, proactively identifying and resolving issues and escalating matters with significant financial, contractual, safety or organisational implications.
The postholder will also be expected to undertake other reasonable duties consistent with the seniority and nature of the role and the needs of the organisation.



PERSON SPECIFICATION

Desirable

- Experience delivering major cultural festivals, public events or outdoor events involving multiple venues and large audiences.
- Relevant professional training or qualifications in event safety, risk management or health and safety.
- Experience working with local authorities, safety advisory groups and other external regulatory or operational stakeholders.
- Experience incorporating environmental sustainability and accessibility into event production.
- Experience working within the arts, cultural, charitable or not-for-profit sectors.



OUR VISION

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

WORKING TERMS

This role will run the production and operations for Bradford Literature Festival.

We are open to discussing this opportunity as employed, fixed term or freelance.

Flexibility is required, including evening and weekend working and extended hours during festival periods.

To express your interest please contact jobs@bradfordlitfest.co.uk to discuss the opportunity, or send your CV with a brief outline of your relevant experience and the working arrangement you would like to propose.

CLOSING DATE

1 December 2026