

# FREELANCE CREATIVE PRODUCER

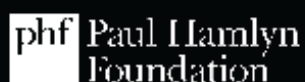


**CLOSING DATE:**  
10 January 2025

**FIND OUT MORE: [BRADFORDLITFEST.CO.UK](https://bradfordlitfest.co.uk)  
EMAIL: [JOBS@BRADFORDLITFEST.CO.UK](mailto:JOBS@BRADFORDLITFEST.CO.UK)**



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UNIVERSITY of  
**BRADFORD**



**JOB TITLE: FREELANCE CREATIVE PRODUCER**

**DEPARTMENT: PROGRAMMING**

**REPORTING TO: ARTISTIC DIRECTOR**

**MAIN PURPOSE:**

BLF is looking for a detail-focused, enthusiastic and creative person to join the festival team as a Freelance Creative Producer. This role would suit anybody currently working in the creative industries who is interested in working within the fast-paced and rewarding arts and culture festival 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 708,000 audiences including 269,000 children and young people since its inception. In 2024 alone, BLF's signature mix of topic-led events including author talks, world-class poetry, live music, film, theatre and more, attracted over 155,000 audiences.



## MAIN DUTIES & RESPONSIBILITIES

- Under the direction of Artistic Director deliver excellent research and event concepts before progressing with artists, publishers and agents, to plan a high-quality programme of events and creative activities at the annual public festival.
- Work with the production team on the ground including event volunteers, stage and venue managers to ensure events run smoothly.
- Maintain good communication regarding your events/projects 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.
- Support the marketing team with clear information for copywriting; occasionally writing and proofreading.
- Ensure all information for administrative tasks such as travel bookings, accommodation, catering etc. is gathered and recorded.





## PERSON SPECIFICATION

- Proven track record of experience within the creative industries in a role such as a Producer/Researcher and/or Project Manager.
- Experience in 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 positive relationships.
- Experience in budget management.
- Experience in 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.
- Ability to work flexibly when required, particularly during the core festival period.
- Comprehensive IT knowledge, including Trello, Microsoft Office, and Mac.

## IDEALLY, YOU WILL ALSO HAVE

- A driving license and own vehicle would be advantageous.
- Experience working closely with artists and practitioners, agents and publicists.
- Experience supporting small teams of junior staff.

## YOU WILL BE

- Passionate about the transformational power of the arts.
- Experienced in working closely with artists and practitioners, agents and publicists.



## 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- £36,000 per annum pro rata

**Freelance fixed-term contract:**

mid-January - end of July 2025 with potential reoccurring role or extension.

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.

## TO APPLY PLEASE SEND YOUR CV WITH A COVERING LETTER TO:

[jobs@bradfordlitfest.co.uk](mailto:jobs@bradfordlitfest.co.uk)

## CLOSING DATE

10 January 2024

We may appoint before the deadline if an ideal candidate applies.

