



## **Job Description: Bristol Harbour Festival 2017, Creative Producer**

Bristol Harbour Festival is Bristol's flagship event, attracting over 250,000 people to the city to celebrate Bristol and the heritage, arts and culture of a city recently voted one of the top 10 cities in the World.

Now at an exciting point in our growth plans, we are recruiting a Creative Producer to join our team for the 2017 festival.

### **Purpose of the job**

The Creative Producer will help to develop a high quality, diverse, artistic and cultural programme that is based on the vision of the festival to be a "Celebration of Bristol".

The position will build on the festival programme to be a showcase of Bristol, engaging with local communities, groups, artists and organisations ensuring at least 60% of the programme is from Bristol and the region.

As a senior member of the programming team, you will oversee the development and integration of projects, artistic content and venues, leading the way on making the programme exciting and engaging to audiences, participants and stakeholders. Your work will support and establish the artistic vision for the festival overall and strengthen the city's image and reputation as a thriving, culturally-exciting place to live, work or visit.

### **Reports to:**

Nominated lead from Richmond Event Management (REM) and Bristol City Council Arts & Events, Culture Team.

Freelance post, based flexibly with negotiable time spent at the office of the Culture Team at Bristol City Council.



## Job Duties and Responsibilities

In consultation with the REM and Bristol City Council the main functions of the role are:

- To develop a thorough understanding of Bristol City Council's vision and artistic strategies for Bristol Harbour festival
- To manage the development of the Festival programming and content, based on analysis of the arts and cultural sector (local and national)
- Manage Bristol Harbour Festivals programme and content
- To develop partnerships and work with a range of stakeholders
- Work in a cross artform team to prioritise projects and budgets in accordance with 'big picture' priorities of the festival
- To develop engagement focused and participatory work to be presented at the festival, with a focus around diversity and inclusion
- Explore liaison with potential partners for touring possibilities and on sells
- Preparation of budgets and supervision of expenditure where required
- Fundraise and grant writing to add funds to existing budget for community and family focused arts and cultural activity
- Negotiation of artist availability and fees where required
- Prepare and negotiate contracts where required
- Oversee and ensure all travel, accommodation and rider requirements are booked across programme and content as required
- Manage contract staff where required
- Work with Production staff and programming partners to ensure smooth delivery and scheduling
- Work with the Sponsorship Development Manager to deliver programming for sponsor activations/venues
- Proofing programme and content festival print
- Provide the Marketing and PR Team with information on programme and content for Media interviews
- Work with Marketing, and PR staff and programming partners to ensure smooth information flow and successful integration of programme and content within the Festival programme
- Work effectively in a fast-paced and work-intensive environment
- Regular reporting to the client regarding planned and proposed activity and current financial position for Bristol Harbour Festival
- Provide a report on programming and content outcomes and recommendations for the future

## Selection Criteria

- Demonstrated understanding of the arts and cultural landscape locally, nationally and internationally.
- Extensive national and international artist, management, promoter and other networks.
- Demonstrated experience in programming and delivery of arts and cultural festival and event programs.
- Excellent oral and written communication skills.
- Demonstrated experience working as part of a team.
- Empathy with artists and the artistic processes.
- Developing Partnerships and working with a range of stakeholders.



## Contract terms

**Post:** Creative Producer

**Fee:** £10,500 inclusive of all expenses

**Contract period:** 1 year (with an opportunity to extend)  
To include more work in the run up to the festival (May-July).  
A minimum of 50 days must be undertaken out over the contract period.  
Flexible working for evening and weekend work may be required on occasion.

**Location:** To be agreed with the successful candidate.

**Equal Opportunities:** It is expected that the contract holder will ensure that their work operates in accordance with the best equal opportunities practice, in line with REM and Bristol City Council policies

You must carry your own PLI and be registered to pay tax and national insurance contributions and be able to produce evidence to prove this.

## To Apply

REM and Bristol City Council are equal opportunity employers. Applications for the position should include the following information.

### Personal Details

- Full name
- Address – work and home
- Contact telephone numbers – including mobile
- Confidential email address

### Curriculum Vitae (CV) covering

- Details of all positions held, including dates and reporting lines, responsibilities and key achievements
- Details of education, professional training and qualifications
- Any other relevant information (e.g. offices held in professional bodies, membership of networks etc.)

### Candidate's Statement

- A statement of up to three pages containing an outline of what you bring to the role (including a brief response to each of the Selection Criteria), your understanding of Bristol Harbour Festival and your assessment of the potential opportunities and challenges for the Bristol Harbour Festival programme.

### Referees & Date of Commencement

Please provide an indication of the earliest date on which you could commence in the role.

All enquiries and applications should be emailed to [info@rem-events.com](mailto:info@rem-events.com) with the Subject Heading:  
**Bristol Harbour Festival 2017, Creative Producer application**

**Application deadline:** 12 noon Monday 30<sup>th</sup> January 2017

Interviews will be held during the week beginning the 6<sup>th</sup> February 2017

