

Job Brief: Out There Festival Participation Programme Manager

Fee: £150 per day x 3 days per week x 13 weeks = £5850

Contract: Part Time - Fixed Term - Freelance.

Dates: 13-week term, starting **4th March 2025 - 31st May 2025.**

Must be available to work during Out There Festival week 26-27-28-29-30-31st May 2025

Working Days: Tuesdays, Wednesdays, and flexible Thursdays (which may be swapped for a weekend day)

Location: The Drill House, Great Yarmouth

Interviews: End of February 2025

Out There Arts

[Out There Arts — National Centre for Outdoor Arts & Circus](#)

About the Role

Out There Arts is seeking an experienced, dynamic and passionate freelance **Participation Programme Manager** to lead the **community outreach, engagement and participation programme strands** of the **Out There Festival 2025.**

The Participation Programme Manager will be line managed by the Executive Producer and work collaboratively with the wider staff team (inc. Creative Producer, Communications & Schools' Outreach Coordinator and Volunteer Coordinator).

The Participation Programme Manager will be responsible for developing and nurturing relationships with diverse local communities, neighbourhood groups and other grassroots organisations, alongside the recruitment and management of a team of festival volunteers and programme participants.

The role will focus on managing participation within the following 2 key projects:

1. **Neighbourhood Street Transformation** – An initiative engaging local communities in reimagining and creatively activating public spaces.
2. **Beach of Dreams Village** – A participatory project bringing people together through artistic and cultural experiences in a unique outdoor setting.

Key Responsibilities

- Develop and deliver the community outreach, engagement and participatory strategies and activities for Out There Festival 2025.
- Manage the participatory elements of Neighbourhood Street Transformation and Beach of Dreams Village.
- Oversee community/participatory activity during Out There Festival
- Build and maintain strong relationships with local residents, artists and partner organisations.
- Coordinate monthly meetings with 2 newly developed community boards - support a range of community led activities
- Carry out community consultation and feedback into programme development
- Coordinate workshops, events and participatory activities in collaboration with the wider festival team
- Support the development of a cohort of local 'Community Animateurs' and regular community volunteers
- Ensure accessibility and inclusivity are at the heart of all engagement efforts.
- Manage project timelines, budgets, and reporting requirements.
- Support marketing and communications to promote participation.

About You

The ideal candidate will:

- Have at least 5 years experience working with communities in areas of disadvantage.
- Have experience developing and managing arts based outreach, engagement and participation programmes/projects
- Be confident in working with a range of partners/stakeholders, including diverse communities, local authorities, artists, grassroots networks and other partner organisations.
- Have strong project management and organisational skills - a keen eye for detail, managing projects on time and within budget
- Be a great communicator with the ability to inspire and connect people.
- Thrive in a fast-paced, ever changing creative environment.

How to Apply

To apply, please submit your CV and a cover letter outlining your relevant experience and why you're interested in the role. We also accept video applications if you would prefer (in replacement to the covering letter). Please email your video to emily@outtherearts.org.uk

Closing Date - 28th February 2025

Interviews 3rd March with a view to an immediate start

Equal opportunities monitoring: As part of our commitment to quality, diversity and inclusion, we monitor the diversity of our workforce and applications to help us review the effectiveness of our policies and procedures. To help us with this, please complete the Equal Opportunities Monitoring Form that can be found here: <https://forms.gle/9s7U8k72Cfhnzt7J9>