



JOB DESCRIPTION

Job Title:	Freelance Festival Producer
Contract Duration:	October 2025 – June 2026
Reports to:	Executive Director
Direct Reports:	OTA Creative Producer, Freelance Festival Staff
Fee:	£22,000

Out There Arts – National Centre for Outdoor Arts and Circus

Out There Arts is an Arts Council England funded NPO, an independent charity that provides transformational opportunities for artists and communities by supporting, hosting and delivering world class international circus and street arts projects and events. Our vision is to create in Great Yarmouth an International Centre of Excellence for circus and street arts creation, training and delivery, to be a UK and European leader in development of the sector and a major gateway with Europe and the rest of the world. The organisation has established itself as a visionary leader in the sector and following a decade of exciting growth and development we are looking to build further on our achievements, deliver great new work and break new ground in a fast changing context.

Our work encompasses:

- The Drill House Complex – a Grade II listed historic building in Great Yarmouth with 500 audience capacity. A Creation Centre housing artists in residence, participatory activities and events with recently refurbished ancillary workshops and education spaces
- The Ice House - a newly restored Grade II listed historic building on Great Yarmouth Quayside, a flagship multi-use venue and circus training facility
- Out There International Festival of Street Arts and Circus – now approaching its 18th edition, is one of the largest festivals of its kind in the UK attracting 65,000 audiences each year
- A growing year round programme of schools and community outreach and engagement activity, arts / heritage projects, cultural events and commissions
- Extensive international and national network of partnerships

Main focus of the role:

Working under the direct supervision of the Executive Director, the **Freelance Festival Producer** will be responsible for leading the planning and delivery of Out There Festival 2026 – managing all aspects of festival delivery from pre-production to post-event - overseeing budgets, staffing, logistics, and operations to ensure a high-quality, safe and smooth-running festival.

The **Freelance Festival Producer** will work alongside a Freelance Production Manager who in turn will oversee a production team including Technical Manager; Site Manager; Crew manager. A Freelance Health & Safety Advisor will advise on all aspects of festival H&S.

The **Freelance Festival Producer** will work collaboratively with the OTA Communications and Audience Development Manager to ensure effective communications around the festival programme.

The **Freelance Festival Producer** will be supported by other members of the core staff team including a free-lance Participation and Engagement Manager, OTA Creative Producer and Venue and Events Supervisor to deliver various aspects of the festival programme and operations.

The **Freelance Festival Producer** will be responsible for direct line management of the Creative Producer, who will support with artist liaison, young out there programme development, festival programme schedule, festival staffing and event logistics, as well as other freelance staff recruited to support the delivery of the festival.

Principle tasks:

- Working with the Executive Director to manage and monitor the main festival budget and other related sub-budgets
- Maintaining clear, efficient financial and project administrative systems
- Ensuring all work is delivered in line with Out There Arts' policies and procedures
- Reviewing OTA's existing event planning timeline/action plan for the festival, update with 2026 specifics and monitor to ensure timely delivery of actions
- Liaising with key council officers and other statutory authorities as required
- Securing permissions and licenses for all performance pitches and venues
- Overseeing the preparation of festival documentation (artists contracts, supplier/contractor agreements, schedules, briefing notes etc.)
- Reviewing the existing ESMP/Festival RAMS documents, developing and updating on a monthly basis and at least 1 week ahead of any ESAG meeting dates (in collaboration with Freelance Production Manager . H&S Adviser to carry out final review and feedback any issues/concerns)
- Attending ESAG meetings as required
- Overseeing artist liaison – ensuring advance artist information forms contracts and welcome packs are sent out in a timely manner
- Overseeing the development and delivery of the Young Out There Programme strand, working closely with the Creative Producer
- Overseeing the development and delivery of the volunteer and community participation programme strands working closely with the Participation and Engagement Manager
- Overseeing the planning and delivery of professional networking activities and festival launch reception
- Ensuring all artists' technical requirements / riders/ RAMS / insurance documents are gathered and shared with the Production Manager/H&S Advisor
- Ensuring all event infrastructure is secured and artist technical riders fulfilled in conjunction with Production Manager
- Ensuring all accommodation, travel and catering requirements are fulfilled
- Overseeing the creation of detailed festival schedules including: artistic programme schedule; staffing schedules; first aid and security schedules; volunteer rotas; food schedules; dressing room schedules etc.
- Identifying staffing requirements across the festival and overseeing recruitment, contracts and schedules
- Ensuring all staff are fully briefed as to their roles and responsibilities, site rules, health and safety procedures etc. prior to arriving on site (lead event staff zoom briefing with Production Manager)

- Liaising with contractors and suppliers, ensuring appropriate insurances, H&S certification is in place
- Overseeing food concessions and bars , working with the Venue and Events Supervisor
- Leading weekly festival team progress update meetings online and / or in person
- Attending regular budget / production meetings online and in person
- Attending site visits as required
- Being part of the ELT during the event (with Executive Director/ H&S Advisor/Head of Security)
- Working with the Communications Team on marketing and promotion of festival activity, including inputting into marketing plans, copywriting and proofing marketing materials
- Contributing to the development of evaluation framework for the festival
- Assisting with post festival admin and reporting

Any other duties reasonably compatible with and or arising from the duties specified above and in line with the scope of the post.

PERSON SPECIFICATION

Essential

- At least 5 years experience of leading and inspiring a team in delivering arts projects and events
- Experience of working in the Outdoor Arts and Circus Sector
- Experience of managing large scale outdoor events across multiple sites
- Experience of managing large budgets, within budget
- Experience of event management and production planning, including working with a wide range of external contractors, partners, Local Authorities, ESAG members and other bodies
- Experience of preparing and writing event documentation, including event management plans, schedules and risk assessments
- Understanding and experience of security, health and safety and licensing issues for indoor and outdoor events
- A passion for the performing arts and a commitment to achieving artistic excellence and fantastic audience experiences
- Ability to represent the organization effectively across a range of contexts including meetings with stakeholders, partners, artists, funders and the general public
- Excellent planning, organizational and communication skills
- Experience in line managing a staff team
- Team player with a consistent positive attitude
- Numerate and experienced in common office software
- Excellent level of administrative skills
- Ability to deal confidently and positively with people of all levels across a wide range of contexts
- Ability to meet demanding targets within tight deadlines and work under pressure with ever shifting priorities
- A high level of self-motivation – able to work on own initiative
- Ability to think creatively and solve problems

Desirable

- Experience of managing participatory arts experiences working with diverse communities
- Experience of managing youth engagement projects
- Experience of managing parades / processions
- Experience and understanding of venue management and operations

CONDITIONS

Contract Type:	Freelance
Fee:	£22,000 (based on approx. 110 days at £200 per day)
Duration:	<p>Early involvement in planning / development phase October – December 2026 (approx. 12 days - 1 day per week)</p> <p>Increased involvement – part time in January (14 days) full time from February to end May 2026 (approx. 80 days – 20 days per month February to May).</p> <p>Festival dates 28th, 29th, 30th May 2026</p> <p>Estimated 4 days involvement in post event wrap up early June.</p> <p>Total: 110 days</p>
Main working location:	Flexible working part remotely and at The Drill House, York Road, Great Yarmouth NR30 2LZ

APPLICATION PROCEDURE

To apply for this vacancy please send your CV along with a cover letter to:

Email: hello@outtherearts.org.uk

Please note applications can only be considered if they are submitted by the closing date –
19th September 2025

The anticipated dates for interview are **w/c 22nd September 2025**