



JOB DESCRIPTION

Job Title:	Freelance Festival Producer
Contract Duration:	September 2026 – June 2027 (possible extension beyond June)
Reports to:	Executive Director
Direct Reports:	OTA Creative Producer, Freelance Festival Staff
Fee:	£20,340

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 19th 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 2027 – managing all aspects of festival delivery from pre-production to post-event, acting as lead artist liaison, supporting programme scheduling, festival staffing, event logistics, and operations to ensure a high-quality, safe and smooth-running festival. The Executive

Producer at Out There will be on maternity leave until the end of March 2027 and on their return, will support leading on these aspects.

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 freelance Participation and Engagement Team and Venue and Events Supervisor to deliver various aspects of the festival programme and operations.

The **Freelance Festival Producer** will liaise directly with and support the Participant and Engagement team to deliver any participation elements of the festival and support our ongoing relationship with Freshly Greated, a Creative People and Place Project.

Principle tasks:

Budget & Project Administration

- Working with the Executive Director to monitor festival related sub-budgets
- Maintaining clear, efficient financial and project administrative systems
- Reviewing OTA's existing event planning timeline/action plan for the festival, update with 2027 specifics and monitor to ensure timely delivery of actions within Monday.com
- Overseeing the preparation of festival documentation (artists contracts, supplier/contractor agreements, schedules, briefing notes etc.)
- Ensuring all work is delivered in line with Out There Arts' policies and procedures

Artist Liaison & Technical Delivery

- Managing all artist liaison, ensuring advance artist information forms, contracts and welcome packs are compiled and sent out in a timely manner and reflected accurately in all festival documentation
- Ensuring all artists' technical requirements / riders/ RAMS / insurance documents are gathered and shared with the Production Manager/H&S Advisor

Health, Safety, Licensing & Statutory Liaison

- In collaboration with the Freelance Production Manager - reviewing the existing EMP/Festival RAMS documents, developing and updating on a monthly basis and at least 1 week ahead of any ESAG meeting dates. H&S Adviser to carry out final review and feedback any issues/concerns
- Attending ESAG meetings as required
- Securing permissions and licenses for all performance pitches and venues
- Liaising with key council officers and other statutory authorities as required
- Liaising with contractors and suppliers, ensuring appropriate insurances, H&S certification is in place

Staffing, Volunteers & Site Logistics

- Overseeing the delivery of the volunteer and participation elements of the festival alongside the Participation and Engagement team.
- Ensuring all accommodation, travel and catering requirements are fulfilled alongside the Venue team
- 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
- Overseeing food concessions and bars , working with the Venue and Events Supervisor

Meetings & On-Site Presence

- Attending 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)

Communications, Networking & Evaluation

- Overseeing the planning and delivery of professional networking activities and festival launch reception
- Working with the Communications Team on marketing and promotion of festival activity, including inputting into marketing plans, copywriting and proofing marketing materials
- 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 3 years experience of working as a producer 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 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, organisational and communication skills
- 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 and understanding of venue management and operations

CONDITIONS

Contract Type:	Freelance
Fee:	£20,340 (based on approx. 113 days at £180 per day)
Duration:	Early involvement in planning / development phase September – December 2026 (approx. 14 days - 1 day per week) Increased involvement. January (12 days) February to 1st week in June 2027 - Full time (approx. 80 days - 20 days per month February to May). Festival dates 3, 4, 5 June 2027 Estimated 4 days involvement in post event wrap up in June. Potential for future working beyond this depending on work planned post-festival.

Total: 113 days

Main working location:	Flexible working part remotely and at The Drill House, York Road, Great Yarmouth NR30 2LZ. However, the month before and during the festival will mainly be in Great Yarmouth.
-------------------------------	--

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 –

11th September 2026

The anticipated dates for interview are **w/c 21st September 2026**

If you would like an informal conversation about the role please contact the Executive Producer, Cassie Catchpole, on cassie@outtherearts.org.uk.