



**FREEDOM**  
Festival Arts Trust  
**ARTIST LIAISON**

**FREEDOM FESTIVAL  
ARTS TRUST IS  
RECRUITING FOR AN**

# **ARTIST LIAISON**

Freedom Festival Arts Trust (FFAT) is looking for an experienced freelance artist liaison producer. We are a dynamic and ambitious international festival with over 150 artists visiting the festival each year. You will need to be motivated, a strong people person and communicator with previous artist liaison and producer experience.

The responsibility of the role will mostly include being in contact with every artist programmed to attend Freedom Festival. You will ensure that we have all necessary information about them and that they have all of the information they need from us to ensure their smooth and enjoyable stay whilst at the festival.

The responsibilities of this post are to be delivered under the management of the Festival Producer and in regular correspondence with the Production team.



# ABOUT FREEDOM FESTIVAL ARTS TRUST

Freedom Festival Arts Trust is one of the pioneer organisations in Hull's cultural revolution. Producers of Freedom Festival, the Trust is anchored in the city of Hull and influential in the global arts sector, bringing thousands of people to the city each year to experience world-class performances and exhibitions.

Freedom Festival began in 2007 as part of the bicentennial commemorations of the first anti-slavery act in parliament in 1807 and as a way of celebrating one of the city's most important politicians and his work within the abolitionist movement, William Wilberforce.

The concept of freedom is deeply embedded in everything we do at Freedom Festival. Today our work incorporates not only freedom from slavery, but much more beyond that, tackling many different types of injustice all around the world. It's important to us to give voice to often unheard communities in creative projects that highlight issues of social justice. We are always exploring what barriers to freedom still exist and how to break these down.

To find out more about our work, please see our website <https://www.freedomfestival.co.uk/>

Each year around 70,000 people come together in the centre of Hull to experience and participate in a bold and radical programme of arts in public and civic spaces. We provide memorable experiences and a chance to be a part of something extraordinary by developing and commissioning programmes that embed local people in internationally significant work. The aim is to help foster individual wellbeing, build confidence and to create stronger, more cohesive communities. From epic spectacles unfolding in public spaces, to intimate moments where audiences and artists meet - we create, curate and deliver exceptional large-scale events, small-scale happenings and many cultural programmes that bring thousands of people together each year. We invite audiences to participate in, and to experience the joy of shared cultural encounters in the hope we enhance wellbeing and foster a greater connection to place. We believe festivals, particularly in public spaces, do this best - we take our art to where the people are.

Freedom Festival Arts Trust is a not-for-profit organisation established in 2013 and is one of Arts Council England's

National Portfolio Organisations. Regarded as a leader in the field of outdoor arts, it is core funded by and works in partnership with Arts Council England, Hull City Council and the University of Hull. Key partners include In Situ, Global Streets, Circuscentrum, The Warren Youth Project, The British Council and many other vital funders, sponsors and individual supporters dedicated to the far-reaching work of FFAT.

Since 2013 we have supported over 18,000 local people as participants in year-round participatory projects, commissioned or presented 175 new works, supported 686 artists to enhance their practice, and contributed over £25m to the local economy.

The artistic programme is multi-disciplinary and collaborative across regional, national and international arts sectors. We collaborate not just with the arts sector but also with academic partners, human rights organisations, activists, educationalists, scientists, designers, engineers, manufacturers, conservationists, environmentalists and most importantly the general public.

Freedom Festival is globally connected, outward-looking and committed to learning from partners. We operate within creative, touring and commissioning networks including In Situ, Global Streets and We Live Here, and with local and regional cultural, civic and academic organisations to support the creation of new work and deliver a wealth of creative projects based on our key strategic priorities.



# ABOUT US

We champion the city of Hull, commissioning world-class art and nurturing local talent, and evidencing a tangible and enduring contribution to the social wellbeing, cultural offer and economic standing of the city.

We are a gateway to international makers, cultivating opportunities for the city to network, collaborate and be inspired. As a major cultural event, we are making a major contribution to the wider cultural development of the city and the region, actively engaged in shaping the next stage of the cultural journey with city and national partners.

Freedom Festival Arts Trust is an Arts Council Band 1 National Portfolio Organisation and receives annual investment from Hull City Council. Other income is sourced from sponsorship, trusts and foundations, EU culture funds, national touring networks, investment from international embassies and partners, and a modest income from commercial activity during the festival. Over the coming years we aim to increase our earned income to continue growing our resilience and sustainability.

We have a small core staff team; Festival Director, Administration Manager, Business Development Manager, Producer, and Engagement Producer with additional Finance and Operational support.

We engage a wide and diverse range of freelance staff and specialists to deliver projects, manage participation and education, monitoring and evaluation, event production, health and safety and engage in excess of 100 volunteers per year to assist with the festival and any in-year events we produce.



# ORGANISATIONAL VALUES



Everyone can find their passion in the arts, as a viewer, as a participant, as a supporter, a volunteer and as an arts maker, and we value the creative potential in each citizen



A belief in the capacity of excellent arts and culture to change lives and communities



A belief in the power of arts and culture to transmit fundamental human values and inspire all to embrace and celebrate our freedoms



A commitment to diversity as the essence of what we mean by freedom



International outlook supports new ways of thinking, new beliefs and improves life opportunities



We are an arts organisation, rooted in the city of Hull, with the exploration of freedom as our driver



Freedom Festival is the vessel for artistic, creative and ambitious ideas to find and reach their audience



We work with artists we believe in - mentoring, commissioning and producing their work for presentation in Hull and beyond



A bold artistic vision which breaks down barriers between art/ artists and audiences and places art in public space



Audience is central in our work; we programme our output based on audience feedback but also with the ambition to challenge and excite them with work they have not yet conceived of



Arts and cultural activity can have positive economic impacts for place, helping people rise from poverty and a city to grow and become more desirable



# FREEDOM festival

# IMPACT OF FREEDOM FESTIVAL 2024

circa

66,092

audience members came to see

191

artists from

32

companies present

218

events

Economic impact approx. **£1.8m**

576

community participants

84

volunteers completing

802

hours

OOH reach

1.5m

Website:

**24,000** web visits

page views **97,000**



Total reach **173,600**

Total engagement **8,644**

Total followers **48,900**

Overall engagement of **23%**

(industry average 6%)





## KEY RESPONSIBILITIES

- Book artists accommodation through organisations already established through Freedom Festival Producer.
- Remain in contact with artists and their allocated accommodation to ensure each party is aware of each other and their dates of occupancy and needs whilst they are there.
- Send out and chase up artist forms.
- Input information from artist forms into a dedicated artist spreadsheet.
- Manage the upkeep of aforementioned artist spreadsheet
- Establish when artists will be arriving and leaving site and record this into the Artist Spreadsheet
- Communicate to artists where they need to go when they arrive on site and be their point of contact when they are here
- Create Artist Information packs explaining where they are staying, where to report to on arrival, where they need to park on site, where their performance site is, their catering and dressing room arrangements.
- Communicate to artists about their travel and arrival and departure needs, for instance informing them of which airport and train station to arrive into.
- Where necessary organise travel to and from airports, train stations or accommodations outside of the city centre.
- Be in contact with the pre-arranged artist catering provider to ensure they know when artists and how many of them for which sitting will need to be catered for.
- Manage the volunteers assigned to the Artist Liaison team over the festival production period. Schedule the artist liaison desk to be staffed at all times but ensuring all staff including yourself have breaks over the festival weekend.
- Along with the rest of the AL team, be the main point of contact for all artists on site and deal with any questions and requests they may have in response to accommodation, catering and travel. Any production specific questions should be forwarded on to the production manager or Producer.
- Attend regular meetings with the Producer and Production Manager and attend an end of festival review meeting.
- Review and adapt artists information request forms to ensure they ask the right questions of the visiting artists that we need.
- Undertake research tasks as required
- Support with arrangements and bookings of venues and locations
- Support the development of contracts and letters of agreement
- Gather information from artists and visiting companies, including technical and marketing information
- Develop contact sheets for productions and projects
- This list is not meant to be exhaustive, and the Artist Liaison Producer should be prepared to act on their initiative and carry out other unexpected duties that ensure the smooth and pleasant stay of the artist.



# IMPORTANT INFORMATION

**JOB TITLE:** Freelance Artist Liaison

**REPORTS TO:** Executive Producer

**FREELANCE FEE:** £4525  
£175 per day x22 days £225 x3 days

**CONTRACT:** Fixed term, July – September 2025

**DAYS:** 25 days

Evening and weekend work will be required during the festival period (29 Aug to 31 Aug at the advanced rate of £225 per day).

**LOCATION:** FFAT offices are based at Suite 9, Bond 31, 42-43 High Street Hull, HU1 1PS

**WORKING SCHEDULE :**2-3 days per week July/ August

**MUST BE AVAILABLE 26TH-31<sup>ST</sup> AUGUST**

3 x wrap up days September

**APPLICATION SCHEDULE:**

**Closing date:** 5pm Monday 30 June 2025

**Shortlisted candidates:** Friday 5 July 2025

**Interviews:** (online) Wednesday 9 or Thursday 10 July

# APPLICATION PROCESS

How to apply:

To apply, please send us a CV, cover letter no more than two pages of how your experience meets the role requirements. If you would prefer to apply through an alternative process or media or if you have any questions prior to applying, please contact Ian [ian@freedomfestival.co.uk](mailto:ian@freedomfestival.co.uk) to discuss your requirements.

We actively encourage people from a variety of backgrounds with difference experiences, skills and stories to join us and influence and develop our working practice, particularly those with lived experience relevant to reflect the communities we work with. By taking positive action around diversity, we will guarantee interviews to candidates who meet the minimum criteria as outlined in the Person Specification and identify as Global Majority, Deaf or disabled.

Applications should be addressed to [info@freedomfestival.co.uk](mailto:info@freedomfestival.co.uk) with Artist Liaison in the email title

\*Freedom Festival Arts Trust is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us achieve this aim we ask you to complete the monitoring form and enclose it within your application email. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and is not used as part of the recruitment assessment process.





Images © Tom Arran

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