



FREEDOM
Festival Arts Trust

**ASSISTANT
PRODUCER**



FREEDOM FESTIVAL
ARTS TRUST IS
RECRUITING FOR AN

ASSISTANT PRODUCER

Freedom Festival Arts Trust (FFAT) is looking for an Assistant Producer to support the delivery of Freedom Festival and Freedom on Tour. This role would be suitable for someone at an early stage in their producing career, or who is interested in the arts and has built up relevant experience in other ways. You will need a curiosity to learn more about FFAT's work, enjoy keeping organised and efficient, and be excited about working with others to make a bold, brave, vivid and a socially conscious festival come into fruition.

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

- Support planning and delivery of Freedom On Tour and Freedom Festival
- Support communications with FoT Partners
- Serve as on-site producer assistant at Freedom on Tour locations
- Undertake research tasks as required
- Support with arrangements and bookings of venues and locations
- Gather information from artists and visiting companies, including technical and marketing information
- Develop contact sheets for productions and projects
- Source props, stationery and equipment for projects and activities
- Support the Artist Liaison Manager to organise travel, accommodation and hospitality as required
- Support the planning and delivery of special events
- Create artist welcome packs
- Coordinate ticket requests for artists and professional visitors
- Create free sheets and signage for performances and events
- Support the Producer with general administrative tasks as required
- Serve as onsite production assistant across key Freedom on tour sites
- Contribute to evaluation
- Coordinate and contribute to meetings
- Support the Administrator in collating data across projects and activities
- Support the Administrator and Marketing Coordinator in audience feedback and data collection
- Undertake other duties reasonably required by the producing team

Please note that we don't expect candidates to already have experience in delivering all of these areas of responsibility. We are looking for transferable experience and the Assistant Producer will be supported by the producing team to learn and develop in the role.



ABOUT YOU

These are the kinds of experience, skills and qualities that we think are either required or desired for the role:

REQUIRED

- Some previous experience in event production
- Ability to take initiative, multi-task, work effectively and efficiently under pressure, with an understanding of project-based and/or festival working
- Capability to problem solve quickly and independently as well as working successfully as part of a team to deliver the needs of the role to the highest standard.
- Exceptional administrative skills with very strong attention to detail and some proven track record of project planning, monitoring and evaluation
- Excellent written and oral communication skills, plus sound IT knowledge;
- Availability to work evenings and weekends as required.

DESIRED

- An interest in a career in producing, arts administration or programming
- Some previous experience in organising or supporting creative events or community projects
- Experience of managing project budgets effectively and delivering on target
- Driving Licence and Vehicle



IMPORTANT INFORMATION

JOB TITLE: Assistant Producer (Freedom Festival/ Freedom on Tour)

REPORTS TO: Executive Producer

FREELANCE FEE: £2240 (£160 per day)

CONTRACT: Fixed term, August - September 2025

DAYS: 14

Evening and weekend work will be required during the festival period (26 Aug to 1 Sept).

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

WORKING SCHEDULE :

Provisional working dates:

August: 5th 6th 12th 13th 19th 20th

26th 27th 28th 29th 30th 31st (MANDATORY)

September 1st 9th

APPLICATION SCHEDULE:

Closing date: 5pm Monday 21 July 2025

Shortlisted candidates: Thursday 24 July 2025

Interviews: (online) Wednesday 30 or Thursday 31 July

APPLICATION PROCESS

HTo 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 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 with Artist Liaison Manager 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.





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@freedomfesthull