



## **Creative Producer – Push the Boat Out 2024**

**Fee: £13,320 (£180/day)**

**Location: Remote with regular meetings and onsite during festival**

**Hours: Flexible to meet needs of festival**

**Contract type: Freelance until Feb 2025**

**Push the Boat Out: Edinburgh’s International Poetry Festival** is a new platform for poetry, spoken word and performance which is entering its 4th year in 2024, and our first as a registered SCIO. It will take place in November 2024 in Summerhall, Edinburgh, with online and in person events. We also have a growing year round programme including our monthly open mic, Rock the Boat, and plans for other regular events.

We’re looking for an extremely well organised, communicative and collaborative **Creative Producer** to support the development and delivery of the programme for Push the Boat Out 2024. This is a new and exciting post with significant opportunities to develop your skills both in festival programming and producing while contributing to the growth and delivery of one of Scotland’s most exciting new organisations all year round. You will report to the Director and may have some responsibility for managing freelance artists and volunteers.

Working closely with the Director and the programme working group, the role will give the right candidate the opportunity co-programme the festival including lead responsibility for specific agreed strands. We’re looking for someone with the ideas, the contacts and the ambition to collaboratively co-create a programme which showcases brilliant contemporary Scottish and UK poetry, while exploring the creative potential of language, and poetry’s connections to other artforms more broadly.

Your skills, alongside our Production Manager, will also help us deliver a well-managed festival where participants, contributors and partners feel everything has been effortlessly smooth. This will involve being responsive, efficient, using excellent administrative and communication skills and keeping clear records. Outside the festival, it includes supporting engagement programme, our growing year-round events, supporting the Director with tasks associated with fundraising and some general admin.

### **Key Responsibilities:**

#### Programming

- Work with the Director to deliver an outstanding programme which helps shape the conversation on poetry in Scotland and beyond, in line with the vision for PTBO.
- With lead responsibility for specific strands, co-programme our 3 day festival across poetry, spoken word, performance, music and the interesting spaces between and around these forms. Conceive of ideas for headline events, workshops, performances, readings and panels (including online events) and select exciting voices to participate throughout. Ensure the programme is inclusive, diverse, fresh and engaging while maintaining a firm grasp of scheduling and budget constraints.
- With the Director, respond to programme contributors to ensure all guests are fully briefed and happy with their involvement in the festival, troubleshooting as necessary.

- Support Director and the Programming Group with research, sourcing sample materials, arranging meetings and general admin, contributing to creative discussions.
- Work with the Director to develop and deliver our growing year round programme – likely to be initially no more than one bi-monthly event.
- Provide information to marketing colleagues about the content and messaging of each event and the overall festival and year-round programme at clear agreed deadlines to support promotion of the festival, including writing event copy.
- Support marketing colleagues to liaise with speakers and artists to collate biographies, headshots and any other necessary materials.

#### Producing

- Prepare and coordinate invitations, liaising with publishers, organisations, individual artists/writers.
- Support the Production Manager to manage artist liaison, travel and participation, directly and with publishers and partners. This includes assisting with scheduling, producing individual guests' itineraries and managing changes as required.
- Ensure the Production Manager has event information in a timely manner to enable them to collate technical requirements, ensure the events are delivered to a high standard and all technical teams are appropriately briefed.
- Liaise with our festival booksellers, ensuring that they have a list of all publications required and coordinate signings.
- Supporting guests and programme contributors during the Festival, managing the green room and assisting with event production where necessary.
- Support with event and overall evaluation.

#### General

- Create clear lines of communication and information flow, developing clear updates and reports on progress, and maintaining accurate records.
- General organisation administration including working with suppliers, maintaining software subscriptions, updating and reviewing systems.
- Assisting the Director with preparing funding applications and any related reporting requirements of successful applications, especially outside of key festival times.
- Contribute to ideas and thinking to general business and organisational planning.

#### **Skills & Experience**

- Demonstrable programming experience. Passionate about the arts and their ability to create meaningful, developmental, inspiring experiences.
- Understanding and knowledge of contemporary poetry and related art forms; evident capability to interpret, build on and bring a fresh take to PTBO's programming identity.
- Existing networks, knowledge and contacts necessary to programme PTBO. You will have an in-depth understanding of the Scottish context (e.g. writers but also networks, publishers, spoken word nights, including more established and newer voices) as well as broader interest and knowledge of contemporary poetry across the UK and beyond.
- Excellent organisational and time management skills, ability to remain calm under pressure and in dealing with unexpected situations.
- Be extremely well organised, able to manage lots of information and data simultaneously, as well as present and record this clearly and consistently for the rest of the team.

- Excellent, clear and effective interpersonal and communication skills, both written and verbal, which can be adapted to different contexts and are proven at a high level with a wide range of stakeholders, funders, artists and partners.
- An awareness of different communication styles, and access and inclusion needs, and the ability to adapt as required, ensuring participation for guests is smooth and they feel welcomed and included in the festival.
- Ability to work to deadlines under pressure and a skilled multi-tasker.
- Flexible, thrives on collaboration as an enthusiastic team player, as well as being someone who can work effectively on their own, managing their own time and priorities.

## **Fee and contract**

£13,320 (£180/day, 74 days approx) from March 2024 to February 2024

This is a freelance position, and we are looking for someone to start as soon as possible in 2024. The contracted period is to February 2025 but may be extended subject to funding. You'll be able to work from home and flexibly around your other commitments, though regular meetings will be required both remotely and face to face, and you will be required to be in Edinburgh in the lead up to the festival, and during November 22<sup>nd</sup> to 24<sup>th</sup> for the festival itself.

It is vital to understand and be comfortable working with the fluctuating needs of a festival, where there are some periods of intense activity (e.g. the key programming period, festival launch and lead up to and delivery of the festival itself) alongside quieter times. We would expect that you will need to be more available in April, June, August, September and November. It will not be possible to work a set number of days each week throughout the contracted period, but we are happy to discuss this at interview and on an ongoing basis.

## **Application**

To apply please email Emma Collins, Director, ([recruitment@pushtheboatout.org](mailto:recruitment@pushtheboatout.org)) your CV detailing your relevant experience and cover letter of no more than 2 sides of A4 outlining your experience and suitability for the role.

**Closing Date:** Monday 26<sup>th</sup> February; **Interviews:** Monday 4<sup>th</sup> March 2024

## **Access and Equal Opportunities**

We strive to foster an inclusive working culture. We encourage applications from all backgrounds and particularly welcome applications from those who are currently under-represented within the sector, including those from black and minority ethnic backgrounds, disabled candidates, LGBTQIA and/or those from a low socioeconomic background or requiring flexible working arrangements.

If you'd like to submit an application in an alternative format, please contact us at [recruitment@pushtheboatout.org](mailto:recruitment@pushtheboatout.org) in the first instance to discuss your requirements. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.