



Creative Producer – Push the Boat Out 2025

Fee: £12,600 (£180/day)

Location: Remote with regular meetings and onsite during festival

Hours: Flexible to meet needs of festival

Contract type: Freelance until March 2026 (with option to extend for a further year)

Push the Boat Out: Edinburgh’s International Poetry Festival is a new platform for poetry, spoken word and performance which is entering its 5th year in 2025. It will take place in November 2025 in Edinburgh, with online and in person events. We also have a growing year round programme including our monthly open mic, Rock the Boat, a podcast series and regular online international events.

This is an exciting time to join us! We have recently secured multi-year funding from Creative Scotland, offering stability to develop across the next three years. To help us, we’re looking for an extremely well-organised, communicative and collaborative **Creative Producer** to support the development and delivery of PTBO 2025 and beyond. This post has significant opportunities to develop your skills both in producing and festival programming while contributing to the growth and delivery of one of Scotland’s most exciting new organisations year round. Reporting to the Director, you are likely to have some responsibility for managing freelance artists and volunteers.

The role will give the right candidate the opportunity to, alongside our Production Manager, deliver a well-managed festival where participants, contributors and partners feel everything has been effortlessly smooth. This will involve being responsive and efficient, using excellent administrative, logistical and communication skills. You will also keep clear records and make sure systems are in place that support information capture and reporting.

There will also be the opportunity to contribute to co-programming the festival, including taking lead responsibility for specific agreed strands. You’ll have the ideas, contacts and ambition to collaboratively support the Director and Programming Committee in creating 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.

This is a year-round role and outside the festival, it includes supporting the engagement programme, our growing year-round events, supporting the Director with some tasks associated with fundraising and some general admin.

Key Responsibilities:

Producing

- Develop and implement clear systems for keeping records, recording information and creating a clear information flow within the team, taking into account reporting requirements for key funders including Creative Scotland.
- Prepare and coordinate invitations, liaising with publishers, organisations, individual artists/writers.
- Create and send contracts to festival contributors.

- 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, deliver events to a high standard and appropriately brief all technical teams.
- Support producing requirements of any commissions or new work for the festival.
- Liaise with our festival booksellers, ensuring that they have a list of all publications required and coordinate signings.
- Support marketing colleagues to liaise with speakers and artists to collate biographies, headshots and any other necessary materials.
- Ensure all Chairs have appropriate publications and festival contributors have all the information they need to be prepared for their events.
- Support guests and programme contributors during the Festival and assist with event production where necessary.
- Support with event and overall evaluation.

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.
- Coordinate Programme Committee, supporting Director and Committee with research, sourcing sample materials, arranging meetings and general admin, contributing to creative discussions.
- With lead responsibility for specific strands, collaboratively support the programming of our 3 day festival across poetry, spoken word, performance, music and the interesting spaces between and around these forms. Conceive of ideas for events, workshops, performances, readings and panels (including online events) and suggest exciting voices to participate throughout. Help to 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.
- 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 some event copy.

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 about general business and organisational planning.

Skills & Experience

- 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.
- Demonstrable experience in event or project management, ideally in a festival or cultural environment.
- 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.
- Excellent organisational and time management skills, ability to remain calm under pressure and in dealing with unexpected situations.
- Understanding of the importance of budgeting and how to manage a budget.
- 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 (or evidence of the ability to quickly build these) necessary to support programming PTBO. You will have an 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.
- 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

£12,600 (£180/day, 70 days approx) from April 2025 to end March 2026, with option to mutually agree to extend until March 2027.

This is a freelance position, which will start as soon as possible. The contracted period is initially for a year but may be extended subject to mutual agreement. 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 21st to 23rd 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. Your busiest periods will be between May and November. It will not be possible to work a set number of days each week throughout the contract, 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) 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 7th April 2025; **Interviews:** Online Thursday 17th April 2025

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 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.

To help us understand how we can improve our diversity and inclusion, all candidates will be asked to anonymously complete our equalities monitoring form which we will send to you once you have submitted your application.