



Production Manager – Push the Boat Out 2025

Fee: £6,480 (£180/day)

Location: Remote with regular in person meetings and onsite during festival

Hours: Flexible to meet needs of festival

Contract type: Freelance until December 2025

Push the Boat Out: Edinburgh's International Poetry Festival is a dynamic and exciting 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 experienced **Production Manager** to support the delivery of PTBO 2025. Reporting to the Director, you will also have some responsibility for managing freelance staff and volunteers.

The role will give the right candidate the opportunity to work alongside the rest of the team to deliver a well-managed festival where participants, contributors and partners feel welcomed, supported and that everything has been effortlessly smooth. You will coordinate the delivery of 50 to 60 events, performances, and exhibitions with over 100 contributors across three days, primarily in the Pleasance but also across the city and online. You will bring strong experience of event and festival production, a positive and proactive approach, the ability to stay calm in a busy and occasionally high-pressure environment, and enthusiasm for working collaboratively with the team to deliver a vibrant poetry and multi-arts festival.

Key Responsibilities:

- Work with the Director and festival team to support the delivery of Push the Boat Out Festival, held at the Pleasance from 21 to 23 November 2025.
- Work closely with the Creative Producer to ensure that artist liaison and participation are appropriately managed and that the on-site experience for all contributors is of a high standard. Lead on booking travel and transport, scheduling itineraries and any changes to these, and the creation of Artist packs.
- Collate technical requirements for all events and manage any equipment hires, ensuring that venue and technical staff (both venue and freelance) are appropriately briefed in good time so events are delivered to a high standard. This includes organising and attending rehearsal days for commissioned work, or more complex events, and supporting our artists as they develop their production and technical requirements.
- Create a full production schedule, and ensure this is communicated to all relevant parties.
- Be on site to support delivery of the festival from 21 to 23 November, and manage the get in, derig and venue reinstatement on 20 and 24 November, including supporting setup of green rooms, staff spaces, event spaces and changeovers, and any other activations. You will oversee all onsite technical operations, supervise crew and be the main point of liaison with the venue during the festival.

- Lead on risk assessment and ensure compliance with any regulatory requirements around health and safety, venue, licensing, PRS, etc.
- Lead on volunteer recruitment and support the management of volunteers alongside other team members.
- Work with the Director and Finance Manager to agree venue staffing arrangements, and support the recruitment and management of temporary venue staff. This will include recruiting and managing a Production Assistant, and assigning tasks to achieve the objectives outlined in this job description.
- Alongside the Director, create detailed staff schedules including shifts, and ensure any policies and procedures are documented and communicated to staff and volunteers.
- Work with the Marketing and Communications Manager to ensure creation of print and digital materials for use during the festival – wayfinding, signage, branded slides, accreditation, branded t-shirts, house music playlists, etc.
- Manage the production budget as supplied by the Finance Manager in line with the needs of the festival and agreed financial controls and communications. This includes making payments using a pre-paid card supplied by the Festival.
- Ensure clear communication and reporting to the team, including keeping complete and accurate records using designated software, supporting invoice checking, end of festival admin and evaluation.
- With the whole team, work towards an equalities-driven approach across the festival and ensure this is embedded in all areas of our work.
- Other tasks that might reasonably be requested to further the objectives above as assigned by the Director

Skills & Experience

- Extremely well organised, able to manage lots of information and data simultaneously, as well as to present and record this clearly and consistently for the rest of the team.
- Excellent communication skills with the ability to communicate effectively with team, artists, and partners, and to build relationships and negotiate with suppliers.
- Excellent time management skills, ability to remain calm under pressure and when dealing with unexpected situations, with the ability to work to deadlines.
- Demonstrable experience in event and/or festival production, ideally in a festival or cultural environment.
- Experience of creating production and staffing schedules over multiple event spaces.
- Experience of managing travel, accommodation, scheduling and itineraries of a large number of visiting artists and guests.
- Good understanding and ability to communicate about technical requirements and ensure technical staff are appropriately briefed.
- An understanding of the importance of budgeting and how to manage a budget.
- 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.
- 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

£6,480 (£180/day, 36 days approx) from July 2025 to mid December 2025.

This is a freelance position, which will start as soon as possible. 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 both with the PTBO team and other partners. You will be required to be in Edinburgh in the lead up and during for the festival, and for the festival itself. Attendance at rehearsals is also required.

It is vital to understand and be comfortable working with the fluctuating needs of a festival, where there are some periods of intense activity alongside quieter times. 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: noon Thursday 19 June 2025; **Interviews:** Online 23 or 24 June 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, we ask all candidates to anonymously complete our [equalities monitoring form](#) at the time you submit your application.