



## **About Inspirate**

Inspirate produces an array of cultural programmes engaging a broad spectrum of the South Asian diaspora, from our annual flagship festival programming nationally leading outdoor arts performances, to young people's music projects inspiring positive cultural connections and creative dialogue between diverse neighbourhoods.

Our inclusive heritage programmes are paving the way for cultural legacy, while our new artist development opportunities are beginning to inspire a generation of socially-driven creators and cultural entrepreneurs. Inspirate has deepened its work in recent years since with artists & communities in Leicester and across the UK since becoming a National Portfolio Organisation funded by Arts Council England.

## **Vision:**

Inspirate exists to create a world where inclusion, diversity, and equity thrive - where care, creative freedom, realisation of ambition, and opportunity are accessible to all.

## **Mission:**

We do this vital work through nurturing and platforming the evolution of contemporary South Asian arts, ensuring that South Asian artistry and talent is an integral and valued part of the arts and heritage sector, woven into the fabric of UK culture and the creative economy.

Through exploring the intertwined cultures of South Asia and the UK, we examine the ever shifting dialogue between heritage, roots, migration and intersecting identities. At the heart of our work is the creative alchemy, artistic richness and critical thinking that the diasporic experience inspires within artists and communities.

Our work is both a celebration of diverse arts and culture, and a provocation for reflective thinking, open conversation and action. Through sharing and developing our work locally, nationally and internationally, we create spaces for people across different communities to come together for collective cultural experiences.

## **Values:**

**Authenticity** - We deeply respect people's identity and lived experiences, ensuring that everyone we work with feels valued, safe and listened to.

**Innovation** - We approach our work with a sense of possibility, fluidity and curiosity, developing creative spaces within which we can push boundaries, challenge our thinking, take risks, question and experiment.



**Collaboration** - We profoundly believe in the power of community, teamwork and collective action. We develop genuine partnerships which thrive on trust, honesty and shared exploration.

**Ambition** - We continually aspire to create high quality and meaningful cultural experiences that contribute towards positive social change within our local, national and global communities.

**Growth** - We create opportunities for collective and individual learning, investing carefully in the progression and development of our team, creative professionals, and communities we work with.

## About The Position

Inspirate is seeking an experienced Festival Producer to lead the delivery of our flagship festival, which is predominantly an outdoor arts programme.

You will be responsible for and manage the full production cycle - from scheduling, logistics and artist coordination, to on-site delivery and supporting evaluation . Working closely with the Executive Producer, you will oversee complex multi-partner events, ensuring that each event is produced to the highest artistic, operational and safety standards.

This role requires a confident project manager who combines strong production expertise with an ability to communicate clearly, motivate teams and work collaboratively with artists, partners, contractors, suppliers and local authorities. You will play a key role in growing Inspirate's nationally leading events, shaping exceptional cultural experiences for diverse audiences.

## Key Responsibilities

### Project & Production Management

- Develop and manage the overall festival production schedule, including timelines, staff rotas, rehearsals, tech schedules and contractor timelines.
- Coordinate all logistical operations, including staging, sound, lighting, site layouts, technical specifications, transport, artist hospitality and catering.
- Produce detailed production packs, schedules, call sheets, health and safety, and festival delivery documents.



## 2. Budgeting, Contracting & Compliance

- Create and manage project budgets, ensuring accurate forecasting, tracking and cost control.
- Lead on contracting artists, suppliers, freelancers, venues and technical teams, ensuring all agreements, insurances and certifications are in place.
- Oversee compliance with licensing, permissions, and relevant regulations for indoor and outdoor festival activity.

## 3. Team & Stakeholder Coordination

- Supervise and support the festival production team, including freelance crew, volunteers and creative collaborators.
- Liaise with artists, partners, sponsors, venues, local authorities and contractors to ensure smooth communication and aligned delivery.
- Lead production meetings and ensure all stakeholders have clear and timely information.

## 4. On-Site Festival Operations

- Lead on-site delivery across all festival days — managing installation, technical runs, changeovers, artist liaison, audience flow and all operational logistics.
- Troubleshoot issues in real time and oversee the production team's performance to ensure smooth delivery.

## 5. Health, Safety & Accessibility

- Create and monitor all risk assessments, emergency procedures, security protocols and accessibility plans.
- Ensure festival delivery complies with local authority requirements, industry standards and best practice in audience and participant safety



## 6. Monitoring, Evaluation & Reporting

Support the creation of evaluation frameworks and ensure robust data collection across festival events.

- Contribute to end-of-project reporting, debriefs, and recommendations for future festival improvements.

### **Essential Skills**

1. Proven experience producing festivals, outdoor arts events or multi-site cultural programmes.
2. Strong project management skills, including scheduling, logistics coordination and multi-partner delivery.
3. Experience managing and reconciling production budgets.
4. Experience leading on-site operations, including technical runs, rehearsals, event control and troubleshooting.
5. Strong understanding of health & safety, risk assessments, crowd management, licensing and compliance.
6. Skilled in working with artists, production teams, freelancers, venues and local authority partners.
7. Excellent communication, negotiation and administrative skills.
8. Ability to work under pressure, balance competing priorities and meet strict deadlines.
9. Commitment to diversity, equity, inclusion and accessibility in festival delivery and engagement.

### **Desirable Skills**

1. Experience delivering festivals in partnership with Without Walls, local authorities or outdoor arts networks.



2. Understanding of production for a range of artforms including dance, circus, aerial, music, installation and site-specific work.
3. Knowledge of local and national artist networks within South Asian, outdoor arts or festival sectors.
4. Experience supervising volunteers, emerging producers or junior staff.
5. Confidence in reading technical specifications and working with production managers, riggers and crew.
6. Experience supporting evaluation, impact reporting or funding applications.

### How To Apply

**If you are interested in applying for this position, please email your CV and a Cover Letter (no more than two pages) to Parmjit Sagoo - [parmjit@inspireate.org](mailto:parmjit@inspireate.org)**

Please tell us about your relevant experience, skills, knowledge and competencies, which you feel make you the best person for the role - give examples of things you have done to fulfil the essential and desirable criteria.

<b>Job Title</b>	Festival Producer
<b>Position</b>	Freelance
<b>Salary</b>	£220 per day
<b>Duration</b>	30-40 days Contract is from mid- March to mid-July Must be available during week of festival and able to be on site - 29th-5th July
<b>Location</b>	Phoenix, Workspace 19, 4 Midland Street, Leicester, LE1 1TG
<b>Deadline</b>	Sunday 25th January
<b>Interview date</b>	Interviews for shortlisted candidates - Friday 6th February.



**Please note that the Inspirate office will be closed from 23rd Dec-5th January, all enquiries or communication about the role will be answered upon our return.**