

LIGHT UP LANCASTER

Job Description – Light Up Lancaster Trainee Producer

Line Manager: Light Up Lancaster Creative Director

Fee: £2,250 (15 days @ £150)

Start Date: Monday, August 28

Location: Lancaster

About Light Up Lancaster

Since its inception more than 10 years ago, each year Light Up Lancaster has created a magical trail of light art illuminating and celebrating the city's magnificent landscapes, architecture and the heritage of the people who live there.

The festival, which this year runs November 2-4, delivers an enchanting and heart-warming stroll, transforming the city itself into an eye-catching vision of unforgettable light.

Light Up Lancaster is delivered by a partnership made up of imitating the dog, Lancaster Business BID, The Dukes, Mirador and facilitated by Lancaster City Council. The Festival is produced by a freelance Creative Director.

www.lightuplancaster.co.uk

Job Purpose

The post holder will provide assistance and support for the planning and delivery of Light Up Lancaster 2023. The role involves supporting the Festival programme, projects, events, artists, logistics and, when appropriate, marketing activity.

Main duties and responsibilities

Festival Co-ordination

1. Assist the Festival Creative Director in agreed aspects of organising and delivering events, activities, installations and artworks at Light Up Lancaster 2023
2. Arranging access requirements and making sure the access needs of artists, participants and audiences
3. Supporting with general administrative tasks
4. Artist and venue liaison

Person Specification: Essential (E) or Desirable (D)

E: An interest in the arts

E: Knowledge and experience of coordinating projects/events in either a paid or voluntary capacity

E: Using social media tools to promote events and engage audiences

E: Effective interpersonal skills

E: Excellent time management skills and an ability to multi-task, plan and prioritise work

E: Ability to work as part of a team

E: Well organised, with attention to detail and high level of accuracy

E: Ability to handle confidential information in an appropriate manner

D: Flexible availability with the ability to work at weekends and in evenings during The Light Up Lancaster Festival

D: An interest in learning about light art

Light Up Lancaster is committed to equality, diversity and inclusion. We positively encourage people from all backgrounds to apply. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, gender, sexuality and socio-economic background.

HOW TO APPLY

Please send a short CV and covering letter outlining your interest and relevant skills and experience

Please ensure your covering letter is no longer than 2 sides.

All applications will be treated in confidence.

Email your application to: georgeproduces@gmail.com

Closing Date for Applications: Monday, August 21st