



Bristol Refugee Festival are recruiting

We have an exciting position for a **Freelance Producer** to support the planning and delivery of a refugee-led Arts programme for Bristol Refugee Festival.

Contract Length: Feb - Sept

Days: 30 days (there will be busier periods)

Total Fee: £4,500

Location: Bristol

Start date: Feb 2023

Overview

Bristol Refugee Festival coordinates a collaborative year-round programme of arts, cultural and educational events, bringing together communities from across Bristol and beyond to connect, share and celebrate. Our vision is for refugees and asylum seekers (RAS) to feel welcome, valued and confident to celebrate and share their culture, skills and knowledge in their local community and beyond.

We have received Arts Council England funding to plan and deliver a refugee-led programme, with the following project goals:

- foster strong community relationships in & around the city
- providing refugee & asylum seekers with leadership, creative, and development opportunities
- collaborate with local communities to share & celebrate culture through music, art, dance, spoken word, and other means.

The project will include:

- Facilitate & support RAS to share & celebrate cultural dates/activities of importance.
- Provide opportunities for RAS to plan, lead and participate in our Festival.
- Provide space for skill development, facilitated through a series of workshops & mentorship opportunities.

Key responsibilities:

- Support planning and delivery of Refugee Week Southwest strategic conference in Mar 23
- Support planning and delivery of training/mentoring and creative workshops.
- Oversee development and delivery of a cultural calendar (Mar-Sept)
- Oversee planning and programming of the main Festival (June) including our flagship event Celebrating Sanctuary.



- Oversee Arts Council project budget.

Evaluation

- Support with compiling and collating evaluation for Bristol Refugee Festival 2023
- Support with promotion of Bristol Refugee Festival activity 2023.

Person Specification

Essential:

- Highly organised individual with a collaborative working style
- Strong initiative and ability to work independently
- Excellent written and verbal communication
- Good finance and administrative skills (able to use spreadsheets etc)
- Ability to communicate and collaborate effectively with people from a range of different sectors and backgrounds
- An active interest in refugee rights and arts, culture and social change and commitment to the vision and values of Bristol Refugee Festival.
- Digital proficiency and willingness to use collaborative team tools such as Google Drive, Calendars, Trello etc.

Desirable:

- Project management experience
- Experience of managing a small team
- Experience of working with refugees and/or arts, culture
- Lived experience of displacement or migration

We particularly welcome applications from candidates who have lived experience of displacement and migration and or historically marginalised groups who are currently underrepresented in the cultural sector, especially people of colour and other ethnic minorities, people who identify as LGBTQIA+ and Disabled people. If you are unsure about your suitability for this role or would like to discuss anything further please contact Jules Olsen – julesolsen@bristolrefugeefestival.org

To apply

Please send your CV and a short cover letter (no more than 500 words) explaining why you are interested in applying and how you fit the criteria of the person specification to julesolsen@bristolrefugeefestival.org by 5pm Thursday Feb 2nd 2023.

Please let us know if you need any information about this role in a different format or if you have any specific access requirements. Requests will not affect the decision-making process itself.

<https://www.bristolrefugeefestival.org>