

ACCESS PRODUCER

RECRUITMENT PACK



FESTIVAL
ORG



About **FESTIVAL.ORG**

FESTIVAL.ORG is one of the UK's leading outdoor arts producing organisations, and is recognised as a sector leader in working with Deaf, disabled and neurodivergent artists and in the delivery of creative access. We collaborate with artists and arts organisations to create extraordinary productions, producing a growing programme of work that brings public spaces to life, engaging and inspiring large, diverse audiences.

FESTIVAL.ORG pioneers new approaches to access and audience engagement and supports Deaf, disabled and neurodivergent artists to make shows for outdoor environments.

The organisation produces the annual **Greenwich+Docklands International Festival (GDIF)**, London's leading festival of free outdoor theatre and performing arts, which takes place over 17 days in the late summer across Greenwich and East London. Described in The Guardian, as "an event whose annual contribution to the happiness of the people of London is unrivalled" GDIF attracts audiences in excess of 60,000 people each year.

Other projects within **FESTIVAL.ORG**'s portfolio include **Global Streets**, an Arts Council England funded national network of partners that co-create and present international outdoor arts events with communities living and working in places which are underserved by the arts. Alongside this **FESTIVAL.ORG** also produces festivals and projects for other partners such as the **National Theatre's** River Stage, the **Royal Borough of Greenwich's** Sparkle in the Park, the City of Aveiro's **Festival dos Canais** and **Eastern City's** public activation programming.

FESTIVAL.ORG is a Disability Confident Leader and is proud to have been the first festival to be awarded Platinum for access by **Attitude is Everything's** Live Events Access Charter. We are a London Living Wage Employer.

For further information on our work please visit festival.org.



Access Producer

About the role

We are looking for a dynamic, experienced producer to lead on the creative development and implementation of access provision across **FESTIVAL.ORG**'s projects.

The Access Producer leads on the creative development and implementation of access provision across GDIF and the organisation's year-round portfolio of work.

Location	The FESTIVAL.ORG office in North Greenwich, plus designated festival sites in August and September
Reports to	Executive Producer
Responsible for	Access Assistant, Access Managers and onsite access teams
Remuneration	£35,000 pro rata
Expected working timeline:	March - July, 3 days per week; August - September, 5 days per week; October - December, 3 days per week
Terms	This is a fixed term contract until December 2025 with the possibility of extension following review. This is a London-based role. Work will include evening and weekends for which FESTIVAL.ORG does not make overtime payments. Time off in lieu is offered.
What else we can offer you	Annual training opportunities; Design District membership including free weekly Yoga, 10% off at the Bureau Cafe, happy hour Thursdays and co-working spaces.



Person specification

Essential:

- Experience of advocating for accessibility and inclusive practice;
- Commitment to the Equality Act 2010 and the Social Model of Disability;
- Producing experience with Deaf, disabled and neurodivergent artists;
- Demonstrable experience in implementing access provision and access arrangements across projects;
- Proficiency in managing and reconciling budgets;
- Accessible marketing and communications knowledge and experience;
- Full availability for GDIF 22 August – 7 September, plus relevant preparation availability, including weekend and evening work throughout the contract as required.

Desirable:

- Knowledge of the outdoor arts sector, particularly festivals;
- Experience of leading training in Disability Equality and/or Access;
- Experience implementing the Live Events Access Charter;
- Fundraising experience for access-related projects;
- Experience working in a project-based setting;
- Experience of working within a team;
- DBS certified.

We recognise that no candidate will meet every desired qualification. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to hear from you.



Job description

Key Responsibilities

- To build on and develop the organisation's sector leading access provision, continuing to develop new approaches to ensure delivery of the highest possible standards of access;
 - To ensure that FESTIVAL.ORG continues to lead in and develop access and inclusive practice in the Outdoor Arts sector, retaining its Attitude is Everything Platinum status;
 - To lead on accessibility arrangements for artists, partner organisations, audiences, staff and volunteers;
 - To facilitate connections with Deaf, disabled and neurodiverse communities through pioneering creative projects and audience development initiatives;
 - To support the producing of projects led by Deaf, disabled and neurodivergent artists, overseeing high standards across all aspects of planning, delivery and evaluation;
 - To be the Safeguarding Lead for the organisation and hold an enhanced DBS (the Organisation can provide relevant training where needed);
 - To undertake Mental Health First Aider training and lead in this capacity for the Organisation.
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Artistic and Line Management

- Audit projects and events and liaise directly with artists and companies to encourage creative approaches towards integrated access provision;
- Lead on supporting Deaf, disabled and neurodivergent artists in their planning and production;
- Plan and deliver a comprehensive programme of access provisions such as live audio description, touch tours, BSL Interpretation and captioning for programmed performances;
- Produce resources to support audiences in accessing FESTIVAL.ORG events, including Easy Read Visual Guides and co-ordinating the production of Digital Audio Description Introductions;
- Recruit and manage an Access Assistant and Access Communications Assistant during GDIF;
- Recruit and manage a team of on-site access staffing, including Access Managers, British Sign Language Interpreters and Audio Describers for GDIF;
- Recruit and manage access support staffing for other FESTIVAL.ORG projects, as necessary.

Production

- Assess and implement on-site access provision (ie: ramps, viewing areas, induction loops, captioning etc.) working closely with the production teams;
- To be the main point of contact on site for access across all FESTIVAL.ORG events;
- To work with the Volunteer Coordinator to ensure access provisions are considered across the organisation's volunteering programme;



Job description

Marketing and Communications

- Collaborate with the Head of Communications & Audiences to create accessible marketing and communications strategies;
- Create and provide access information for web, print and signage content in line with marketing deadlines;
- Support audiences' access of events by creating assets such as Easy Read Visual Guides, photo routes, large print, BSL video content and co-ordinating the production of Digital Audio Description Introductions;
- Support the Head of Communications to ensure that the website, social media and digital information meets the Web Content Accessibility Guidelines (WCAG) standards (including Alt Text, Captions and BSL);
- To be the main point of contact for access-related queries for audiences;
- Advise on access specific content for access mail-outs and access focussed social media content.

Audience Development and Engagement

- Consult with Deaf, disabled and neurodivergent audience members to plan and develop creative approaches towards access provision;
- To develop new and maintain existing relationships with disability-led community organisations to support audience development;
- To create and review access plans at all events, and make suggestions to improve future access planning and provision;
- Collate audience data to demonstrate the uptake and effectiveness of our access provision;
- Further the organisation's reach of Deaf, disabled and neurodivergent audiences in liaison with the Head of Communications & Audiences.

Administration and Finance

- Manage and reconcile access budgets;
- Actively seek out access-related fundraising opportunities and contribute to access funding applications;
- Prepare evaluation, support with data collection and provide reporting materials in respect of access provision and projects engaging Deaf, disabled and neurodivergent artists.
- Ensure that our policies and procedures are in line with the Attitude is Everything Access Charter Platinum award, and to reapply for status as relevant;
- Attend relevant access and disability arts related events, training, workshops to represent FESTIVAL.ORG;
- Support internal staff wellbeing and access provision.

Strategic

- Lead on access-related consultancy work, offering guidance to partners, artists and external organisations;
- Provide opportunities for internships, trainees and placement students, where relevant;
- Deliver Disability Equality Training to core and freelance staff members prior to the commencement of GDIF, on an annual basis;
- Maintain awareness of equalities legislation and new developments in terms of best practice;
- Carry out any other duties as required in delivering GDIF and other FESTIVAL.ORG projects as may reasonably be required.



How to apply

To apply please send us

1. A completed application form*
2. A completed equal opportunities form

The application and equal opportunities forms can be downloaded from our website festival.org/work-with-us

*Other application formats are accepted as an access adjustment (ie BSL video applications, or CV plus no more than 2 sides of A4 cover letter). Please note, if you wish to submit in an alternative format, instead of the application form, ensure that you provide the following information:

1. Your pronouns;
2. Whether or not you have the right to work in the UK;
3. Details of any criminal convictions you have had, excluding any considered 'spent' under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded);
4. 2 professional referees including name, address, occupation, telephone & email address.

We are particularly keen to interview Global Majority, Deaf and disabled applicants who are currently underrepresented in our organisation; reasonable adjustments for Deaf and disabled applicants will be made.

Applications should be addressed to **Ellie Harris**, Executive Producer: ellie@festival.org with Access Producer Application in the subject line by 12pm Monday 13 January.

Interviews

Interviews will be held Friday 31 January in person, in North Greenwich. Interview questions will be sent 5 days in advance. Applicants will be scored on how their experience matches the person specification. Our building has level access, a lift and accessible toilet facilities. Please let us know if you require any access adjustments for your interview.

Second interviews, if necessary, will be held w/c 3 February.

Further information

If you have any questions regarding the role or your application please contact **Felicity Paterson**, General Manager at felicity@festival.org. Please note, owing to the festive period and staff taking leave, we may take a few working days to respond.

FESTIVAL.ORG is a **Disability Confident Leader**, which means disabled candidates meeting the minimum essential criteria are guaranteed an interview. It should be noted that we reserve the right to limit the number of interview slots offered to all candidates dependent on the volume of applications.

All applicants will be informed whether or not they have progressed to interview stage by no later than Friday 24 January. We will not be able to offer feedback to applicants who do not reach interview stage. We will not be able to consider incomplete applications.



Cristal Palace, Trans Express © Stu Mayhew
Front cover: The Air Between Us, Chloe Loftus & Rodney Bell © David Levene