



# Liverpool Arab Arts Festival

## CREATIVE PROJECT PRODUCER

**Reporting to:** Festival Programme Manager.

**Fee:** £4,550.

**Location:** Remotely, with visits to Liverpool for meetings at LAAF's office and for any install of project outputs.

**Contract duration:** 35 days from May – November 2021 (freelance, fixed-term)

### **Background:**

Founded in 1998, Liverpool Arab Arts Festival (LAAF) is the UK's longest running and most successful annual Arab arts and cultural festival, platforming the best UK and international Arab artists.

The festival creates a dynamic between traditional and contemporary Arab artforms, encouraging informed debate that explores, and increases, appreciation of Arab people and their rich cultures.

This year's festival will launch on Friday 16 July online and in Liverpool. This year's theme explores the impact and urgency of the climate crisis across the Middle East

and North Africa (MENA) region.

LAAF's work continues throughout the year, with a wide range of events and participatory projects that bring together artists and diverse communities. LAAF builds connections that help more people to encounter and experience Arab culture in Liverpool and beyond.

**About the role:**

LAAF is looking for a dynamic **Creative Project Producer**, who identifies as Arab, to drive forward an exciting new international project that will launch at Liverpool Arab Arts Festival 2021.

'22' will bring invite multidisciplinary artistic responses from Arab artists, activists, and creatives to the climate crisis. Our aim is to establish a creative anthology that reflects the complexities of the issues causing, and associated with, the climate crisis in the MENA region today.

Confident in communicating in Arabic, the UK-based producer will drive forward the project by researching, developing, and creatively shaping the artistic outcomes. These will be realised both digitally and/or physically in Liverpool later in the year. It is an exciting and creative opportunity for a freelance producer to shape the project.

**Key Responsibilities:**

- Research and approach suitable artists, activists and creative practitioners from across the MENA region and its diaspora.
- Creatively develop the project and its artistic outputs across artforms, identifying the most appropriate formats to reach audiences throughout the festival.

- Develop partnerships and collaborations to ensure project delivery.
- Work closely with artists and creative practitioners to realise outputs, whether online or physically in Liverpool.
- Lead on identifying and securing appropriate sites in Liverpool for creative outputs, with the support of LAAF team.
- Work with the Festival Programme Manager to deliver the project within set budget perimeters.
- Organise suppliers for printing and interpretation as appropriate.
- Work with the Festival Programme Manager to procure freelance technical staff to support project delivery when required, and within budget.
- Ensure the collection of relevant artist, partners and audience monitoring and evaluation data for projects.
- Support LAAF Marketing Manager in compiling copy, promotional images, and other marketing collateral related to the project and to organise artist providing information and supporting publicity efforts for events where appropriate.
- Lead on event management for related project events.
- Lead on writing funder evaluation reports.
- Represent LAAF in your work and in all communications.
- Ensure confidentiality of organisational information.
- Ensure LAAF is compliant with appropriate legislation including relevant licensing and risk assessments.

## **Knowledge, Skills and Experience:**

### **Essential:**

- Minimum two years' experience of producing and delivering ambitious creative projects, whether live and digital.
- Project management skills, including the ability to deliver to plan project milestones and deliver to deadlines.
- Ability to work with artists and creatives internationally to deliver outputs.
- An interest in, and understanding of, the climate crisis and its disproportionate impact in the MENA region.
- Proficient in communicating in Arabic and English.
- Strong written and verbal communication skills.
- Excellent IT skills.
- Ability to communicate effectively with diverse groups and people.
- A flexible and proactive approach to work.
- Sensitivity in handling confidential information.
- Ability to work in a high-pressured festival environment.
- Must have their own laptop or computer.

### **Desirable:**

- Experience of working with festivals or large-scale cultural events.

## How to apply:

Please submit the following via email:

- Your CV along with a covering letter (maximum 1 side of A4) demonstrating your suitability to the role in relation to the job specification.
- Completed Equal Opportunities form

Email your CV, covering letter and Equal Opportunities form to [admin@arabicartsfestival.co.uk](mailto:admin@arabicartsfestival.co.uk) with the subject line 'Creative Project Producer application'.

If you would require this document in any other formats, please contact us using the email address below.

All candidates must have the right to live and the right to work in the UK. Successful applicants will be asked to present the relevant documents to demonstrate their eligibility to work in the UK.

Closing date: **10am, Friday 21 May 2021.**

For more information about LAAF, please visit: [www.arabartsfestival.com](http://www.arabartsfestival.com)



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