

Job Description

Project Manager/ Producer – CREATE Trainee Producer Scheme 2026/27

Fixed term, temporary contract

Summary

Outline of role and role purpose:

This is an exciting opportunity to project-manage delivery of the CREATE Trainee Producer Scheme, delivered by festival partners Arts by the Sea festival, Inside Out Dorset (produced by Activate Performing Arts) and bside festival, working for this year's lead partner Arts by the Sea. Arts by the Sea is produced and delivered by BCP Council.

CREATE is a free scheme for up to 20 participants from across Dorset, focussing on developing skills in all aspects of delivering outdoor arts. The CREATE scheme delivers approximately 8 half-day in-person learning sessions covering everything from marketing to budgeting, health & safety and access. The learning sessions are likely to run in January / February 2027 on Fridays and Saturdays.

This Project Manager will work with the festival partners to develop this year's scheme (August – December 2026), promote the scheme and manage the application process (September – December 2026), deliver the sessions with the festival partners (January – February 2027), and manage the post-scheme bursary applications and evaluation (February – March 2027).

Time expectation/ working pattern:

On average the Project Manager will work 1 day per week, but in peak times, particularly around delivery of the scheme in January - February 2027, these hours will increase, so it is expected the post-holder will work flexibly throughout the year and manage their time accordingly. The post-holder will need to be available for weekend working in January – February 2027. Support and additional resources will be provided by the Arts by the Sea festival team, particularly with administration, finance and marketing.

Contract and fee:

This opportunity is offered on the basis of a fixed-term, temporary contract, on average 1 day per week for approximately 30 weeks throughout August 2026 – March 2027, for a flat fee of £3,000. Payments will be made on receipt of invoices to an agreed milestone payment schedule and according to BCP Council's payment terms.

Responsibilities

Key deliverables of the role:

- 1. Admin and planning.** Book course venues, make arrangements for travel, access and catering. Research and book external speakers. Create course information materials and distribute to participants. Keep records of expenses.
- 2. Course development.** Work with the festival partners to develop a course outline and specific session topics. Create, collate and distribute course materials.
- 3. Comms and promotion.** Design promotional materials and create a timeline for comms/ promotion. Work with festival partner marketing teams on promotion.

4. **Participant recruitment.** Create an application process and manage applications. Coordinate assessments by festival partners and communicate with successful applicants.
5. **Course delivery.** Liaise with venues and set up equipment/ technical requirements. Ensure participant access needs are met. Arrange and ensure delivery of catering. Liaise with external speakers and participants and meet & greet. Ensure course materials are distributed and any participant data is collected. Facilitate delivery of training sessions. Close down each session and follow up where necessary.
6. **Post-course bursaries.** Create a pitching process for participants. Collate applications and arrange an assessment session with festival partners. Communicate with successful/ unsuccessful participants.
7. **Evaluation.** With guidance from festival partners, create metrics and surveys to collect data from participants. Issue surveys, collect data and create an Impact Report for festival partners.

Attributes

Qualifications/ knowledge/ skills/ experience required:

1. Experience planning, co-ordinating and delivering cultural projects/ training events.
2. Proactive, with the ability to work under own initiative within established parameters to see a project through to completion.
3. Ability to work effectively as part of a team, incorporating varying expectations, scheduling and communication.
4. Experience delivering collaborative services, such as co-created events, and joint working with several different partners or stakeholders.
5. Experience co-ordinating external participants to take part in cultural projects.
6. Highly organised. Good attention to detail, and ability to handle administrative tasks thoroughly with good record keeping.
7. Ability to deliver projects to set deadlines and remain calm under pressure.
8. Understanding of and ability to implement values and behaviours relating to equity, diversity, inclusion and accessibility.
9. Emotional intelligence and ability to show support and understanding to participant needs.

Other requirements

1. Attendance at events, where there will be a requirement to walk, stand, lift, and push/pull equipment to ensure the smooth running of the event.
2. If attendance at large public events is required, ability to be exposed to varying environments such as weather and noise.
3. Must be able to travel to multiple locations across the county of Dorset, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car, as well as accessing activities where no transport means are available.
4. Possibility of the need to work evenings or unsociable hours. Must be able to work a limited number of days at weekends.