



BRADFORD 2025

UK City of Culture

Production Coordinator – fixed term to 31 December 2025

Closing date: 22 April 2024

Interviews will be held on 03 May 2024

Bradford 2025 is set to be a landmark year of culture, showcasing over 1000 new performances and events, including artistic commissions, festivals, and significant national and international collaborations. We aim to celebrate Bradford's rich cultural heritage, promote diversity, and foster a sense of community through a broad range of artistic projects. As we prepare for this monumental year, we seek passionate, dedicated individuals to join our expanding Production and Events department.

The Production Coordinator will play a crucial role in the successful delivery of Bradford 2025's creative programme. Working closely with and reporting to the Executive and Senior Production Manager and the Director of Production, the coordinator will support the production, technical, and operational aspects of various projects. This position offers a unique opportunity to contribute to a wide array of cultural events, from indoor and outdoor performances to digital and broadcast initiatives.

Access and sustainability are embedded across the organisation and are integral to the successful delivery of all our projects. The production coordinator will have a key role to play in ensuring that information and resources are collated and shared.

Key responsibilities

- Assist in the planning and execution of production and operational requirements for Bradford 2025 events, including performances, installations, and festivals across diverse venues and platforms.
- Support in the creation of systems and procedures to help streamline administrative tasks and assisting in the management of production paperwork.
- Coordinate with producers, creative teams, contractors, and delivery partners to ensure efficient and effective event delivery, including booking crew, equipment and facilities where required.
- Support in the management of logistics, schedules, and budgets for projects, in the planning & delivery stages, whilst maintaining high standards of safety, accessibility, and sustainability.
- Contribute to the development and implementation of communication, reporting, and organisation systems related to production and operations.
- Support the Executive Production Managers in assessing and fulfilling staffing needs, including hiring and managing freelance teams and raising purchase orders for suppliers.
- Point of contact within the central Production team for freelance production staff on site and assisting with troubleshooting any issues.
- Uphold Bradford 2025's commitment to diversity, inclusion, and sustainability in all aspects of production and event operations.

Person specification

Essential

- Proven experience in production coordination or management within the arts, cultural events, or festivals.
- Strong organisational, administrative, communication, and problem-solving skills.
- Ability to work effectively under pressure and adapt to changing priorities in a dynamic environment.
- Understanding of and commitment to safety, inclusion, diversity, and sustainability practices.
- Excellent team collaboration abilities, with experience managing relationships with a wide range of stakeholders.
- Knowledge of IT – adaptable working with new systems and processes.

Benefits include:

- Salary £26,000
- 37 hours per week worked flexibly as the role requires.
- Predominantly office based (3+ days a week).
- 25 days holiday plus bank holidays.
- Contributory pension scheme with 5% employer contribution.
- High street discounts through Charity Worker Discounts.
- 2x Death in Service cover
- Confidential Employee Assistant Helpline

We expect everyone in the team to:

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We are committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025 and we want our team to reflect our district. We believe that diversity in our team is crucial to our success. As such we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best.

To apply for this role please send a copy of your cv and a cover letter (no more than two sides of A4) to recruitment@bradford2025.co.uk explaining why you're interested in the role and what you'll bring. We will not progress applications without a cover letter.