



**Project:** Queer Up, Duck! LGBTQ+ Arts Festival

**Location:** Nottingham/Nottinghamshire (or those with easy access to Nottingham)

**Fee:** £2000

**Contract Dates:** 16 September - 2 November

**Application Deadline:** 16 September 2025

**Submission:** CV and cover letter, or a video/voice note (max 5 minutes)

---

### **About the Role:**

JOP Arts CIC is seeking an enthusiastic and dedicated Assistant Producer to support the delivery of *Queer Up, Duck!*, a new LGBTQ+ arts festival in Nottingham. This is a unique opportunity for an emerging producer to gain hands-on experience in festival production, working closely with the Creative Producer to bring this exciting event to life.

This role is ideal for someone with a passion for the arts and a keen interest in learning about LGBTQ+ communities and festivals. The successful candidate will play a key role in ensuring the smooth running of the festival, liaising with venues and artists, and being an essential on-the-ground presence during the event.

### **About Queer Up, Duck!**

*Queer Up, Duck!* is a new mixed arts festival celebrating LGBTQ+ artists, audiences and communities. Taking place between 21 October – 2 November, the festival features exhibitions, performances, workshops, screenings and events across the city of Nottingham. Partners include Nottingham Playhouse, Broadway, FABRIC, City Arts, Gasleak Mountain and Nottingham Central Library amongst others. *Queer Up, Duck!* is supported by Arts Council England and The Spencer Trust.

### **Key Responsibilities:**

- Assist the Creative Producer in the overall delivery of *Queer Up, Duck!*
- Liaise with venues and artists to coordinate logistics, schedules, and technical requirements
- Act as an on-the-ground team member during the festival, supporting events, managing artist relations, and troubleshooting issues as they arise
- Help with marketing and promotion activities leading up to and during the festival with the Marketing Co-ordinator
- Support the management of volunteers and other festival staff as required
- Provide administrative support, including updating schedules, tracking budgets, and maintaining communication with stakeholders

### **Essential Experience and Skills:**

- Some experience in arts producing, preferably within festivals or live events
- Strong organisational skills and attention to detail
- Excellent communication skills, both written and verbal

- Ability to work collaboratively within a team and handle multiple tasks simultaneously
- An understanding of LGBTQ+ communities and a commitment to the values of inclusivity and diversity
- Ability to work flexibly, including evenings and weekends during the festival

**Desirable:**

- Experience working with LGBTQ+ communities or on LGBTQ+ themed projects
- Knowledge of the Nottingham arts scene and local venues

**Location:**

The role is based in Nottingham/Nottinghamshire. Candidates must either reside in the area or have easy access to the city. Remote work will be possible, but the role will require significant on-the-ground presence during the festival dates.

**Fee:**

The role offers a flat fee of £2000. No expenses will be payable unless agreed in advance. We envisage this fee being 16 days at £125, however we'd be open to discussing fewer days provided the festival is adequately supported.

**How to Apply:**

Interested applicants should submit a CV and a cover letter explaining why they are suitable for the role. Alternatively, you may submit a video (no more than 5 minutes) or a voice note (maximum 5 minutes) instead of a cover letter.

Please send your applications to [hello@jop-arts.co.uk](mailto:hello@jop-arts.co.uk) by Friday 6 September 2024, 5pm

**Questions?**

If you have any questions or would like some clarity, please do not hesitate to contact JOP Arts' Creative Producer Jake Orr on [hello@jop-arts.co.uk](mailto:hello@jop-arts.co.uk)

---

*JOP Arts CIC is committed to creating an inclusive and diverse environment. We encourage applications from individuals of all backgrounds, including those from underrepresented communities.*