



# NORFOLK NSN NORWICH FESTIVAL

Freelance Content Creator

Communications



Norfolk & Norwich Festival shares exceptional arts experiences across East Anglia. We lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.



Dear Applicant

Thank you for your interest in this role at Norfolk & Norwich Festival. We are looking for a Freelance Content Creator to support Norfolk & Norwich Festival's Communications team in the promotion and documentation of the Festival.

The Festival programme encompasses many different art forms, it is contemporary, international and for everybody. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. FC&C is a year-round initiative across East Anglia (Norfolk, Suffolk, Cambridgeshire and Peterborough).

Norfolk & Norwich Festival welcomes applicants from a wide mix of people. We are really interested in hearing from people who possess transferable skills but might not have worked in the professional arts sector before. We also welcome applicants from a wide mix of people because we want our workforce to be inclusive of people from a diverse range of backgrounds. We are therefore particularly interested in receiving applications from people who identify as disabled, people from culturally diverse backgrounds and people from socio-economic backgrounds that are currently under-represented in the arts.

All the information you need about the post and the application procedure is provided in the accompanying documents. If you have any questions about the post feel free to email me via Sava Radulovic, Office Manager on [sava.radulovic@nnfestival.org.uk](mailto:sava.radulovic@nnfestival.org.uk). The deadline for applications for the post is 10am on Monday 25 March 2024. Suitable candidates will be invited in for a casual chat with the team.

Best wishes,

A handwritten signature in dark ink, appearing to read 'Daniel Brine'.

Daniel Brine  
Artistic Director and Chief Executive



## PROGRAMME PRINCIPLES

- **Art relevant to today**, blurring the boundaries between art forms and between art and everyday life.
- **'Festival spirit'** which we bring to our work to celebrate, to share cultural experiences and to bring our community together
- **Questions and actions about a changing world**, with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability

## OUR GOALS ARE...

- To have more people experience and value the arts
- To hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences
- To be a champion for excellence in our cultural offer for all children and young people
- To be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond.
- To be socially responsible, committed to questions and actions about a changing world
- To have a stable and adaptive business structure with diverse income streams.





# NORFOLK NSM NORWICH FESTIVAL

## FREELANCE CONTENT CREATOR

Communications

### Hours:

Approx 15-20 days during April and May.  
Our standard working day is 7.5 hours, but due to the nature of the role, working hours will be required to be flexible. This will include evenings and weekends.

### Fee:

Total budget of £4000 (exc. of VAT).

### Closing date:

25/03/2024

### Interviews:

We will invite suitable candidates in for informal chats. These may take place before the closing date.



# Roles & Responsibilities



- Supporting the Festival Communications team with content creation. eg. social media content, blog writing, artist interviews, behind-the-scenes footage.
- Capturing and editing film content for NNF socials platforms.
- Filming and editing Festival shows to produce short, high quality wrap-up films.
- Confident in conducting interviews.
- Confident in use of video editing software, such as Premiere Pro.
- Undertake any other duties which might reasonably be deemed to be within the status of the job and appropriate to the post.
- Carry out all duties in accordance with appropriate internal and statutory procedures, including our environmental policy.
- Adhere to Norfolk & Norwich Festival's employment policies and procedures with particular reference to Safeguarding Children and Adults at Risk, Equal Opportunities and Health and Safety.





# Person Specification



## Essential Requirements

- The post holder must be available for our opening weekend (10-12 May), and have sufficient availability prior to, and during the Festival (10-26 May).
- Strong organisation skills.
- Owns/ has access to camera equipment (camera and microphone) that is capable of capturing high quality footage.
- Experience in capturing live performances.
- Experience in producing high quality video content for social media.
- Confident in using video editing software, such as Premiere Pro.
- Excellent verbal and written communication skills.

- Experience of working on events.
- Experience of managing a busy workload.
- An active interest in arts and culture (for example but not limited to music, performance, visual art, and circus).

## Desirables

- Experience of working with an arts organisation.



# NNF staff are expected to be



- Team players
- Good communicators, using appropriate means in effective ways.
- Flexible and proactive in their approach to work.
- Willing to learn and develop.
- Able to manage their own workload with minimum supervision.
- Able to remain calm under pressure.
- Reliable time-keeping with a good attitude to attendance.
- Committed to equality in the workplace.
- Computer literate, including possessing basic word processing and spreadsheet skills.







# Further Information



This role will be employed on a freelance basis. We will expect the successful applicant to be registered as self-employed with HMRC, have insurances in place and pay their own taxes.

## Equal Opportunities

Norfolk & Norwich Festival is committed to a policy of equality of opportunity in its employment practices. Norfolk & Norwich Festival is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete the Equal Opportunities Monitoring Form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

## Travel

You may be required to travel throughout the region. The postholder will be expected to pay for their own travel costs.

## Hours of Work

This position does not have set hours, but will require daytime, evening and weekend work.

## Place of Work

The Norfolk & Norwich Festival offices are based in Norwich Guildhall, however due to the nature of your work, you will be working in various locations throughout the city.





# How to apply



## Application Procedure

To apply, please send a CV along with a portfolio/examples of work to [sava.radulovic@nnfestival.org.uk](mailto:sava.radulovic@nnfestival.org.uk). We also ask you complete our Equal Opportunities Recruitment Monitoring Form.

## Deadline

The deadline for receipt of applications is 10am, Monday 25 March 2024. No applications can be considered after the closing date.

## Interviews

Suitable candidates will be invited for a casual chat with the team. These may take place before the closing date.

## Queries

If you have any questions about the post or application process in the first instance please contact our Office Manager on;

01603 877750 or  
[sava.radulovic@nnfestival.org.uk](mailto:sava.radulovic@nnfestival.org.uk)

