



NORFOLK **NSM** NORWICH
FESTIVAL

Freelance Festival Crew

Production

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 Freelance Festival Crew to support Norfolk & Norwich Festival's Production team in the delivery of the 2025 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. The deadline for applications for the post is 10am on Friday 28 March 2025. Suitable candidates will be invited in for a casual chat with the team.

Best wishes,

A handwritten signature in black ink that reads '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.



Job Role – Festival Crew

Reports to – Technical Manager

Introduction

Norfolk & Norwich Festival are looking for a number of General Crew members to support the delivery of the 2025 Festival. The festival runs from Friday 9 – Sunday 25 May 2025.

Crew members will help to unload and install technical sound and lighting equipment and general venue infrastructure. You will be working as part of a team to set up events in line with the previously agreed technical specifications. Crew work will often require you to be working outside and in a variety of weather conditions and will largely be a physical role.

We are also looking for a few members of Specialist Crew who, in addition to the above, have experience of delivering live events and are able to lend additional skills to the team such as staging or carpentry. If you are interested in this role, please state this on application.

Responsibilities –

- Take instructions from Stage Manager and Technical Manager and support Specialist/Senior Festival Crew
- Work alongside and support touring companies to realise their shows when they arrive at the venue
- Be proactive in finding solutions and implement them using the resources available.
- Loading and unloading of equipment
- Rigging and installation of LX, Sound and Stage
- Supervising of lighting/sound where needed
- Outdoor work in all weathers as required inc. fencing, site building and striking
- Undertake any other duties assigned by Head of Production and Programming or the NNF Technical Manager, which could be deemed reasonable.

Person Specification –

Essential

- Good availability between 09-27/05/25.
- Fit to lift large or cumbersome objects
- Ability to work independently or as part of team
- Ability to cope with busy workloads
- Excellent communication and interpersonal skills
- Ability to work outside in all weathers
- Calm under pressure
- Good time keeping
- Presentable, polite and well mannered

Desirable

- Previous experience working in theatre or outdoor arts.
- Health & Safety training
- Basic lighting, sound, and AV skills.
- Full clean driving licence.

Freelancers Responsibilities –

- Providing proof of Public Liability Insurance up to £5,000,000 by the deadline date set out in contract.
- Paying own taxes
- Provide legal right to work in the UK.
- Provide your own PPE, tools necessary for the job.

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.

Dates

As agreed between 09 - 27 May 2025.

Pay

£162 per 12hr day for General crew.

£175 per 12hr day for Specialist crew. These members of the team will have experience of live event delivery and additional skills such as staging or carpentry.

Due to the changeable nature of a 17-day arts festival shifts may be broken down depending on the needs on the day into full days (12hrs) or half days (6hrs). A final schedule will be given prior to start date and all work will be for a minimum call of 4 hrs.

Travel

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

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 cover letter to sava.radulovic@nnfestival.org.uk. We also ask you complete our Equal Opportunities Recruitment Monitoring Form.

Deadline

The deadline for applications is 10am, Friday 28 March 2025.

Applications will be assessed on submission. We therefore reserve the right to close applications early should we fill the quota before the deadline.

Interviews

Suitable candidates will be invited for a casual chat with the team. These meetings will be scheduled as applications are submitted.

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

