

Job Description: Events Producer

Job Title: Events Producer

Contract Type: Fixed-term - April-Oct 2026

Hours: 1 day per week - Wednesdays 11am-7pm (A longer day 9:30am-9:30pm on 2nd wednesday of the month)

In Addition Event delivery dates and additional prep days required for smooth delivery of projects. - See Appendix for Detail

Pay: £150 per day (£18.75 p/h)

Reports to: Josh Simpson (Artistic Director)

About Us:

Ragtag Arts is a vibrant, inclusive arts organisation based in Kendal, providing accessible and affordable creative opportunities for children, young people and adults. With sustainability and creative reuse at its heart, Ragtag Arts operates a Community Scrapstore and arts centre, delivering workshops, events, outreach and community programmes across South Lakeland and surrounding rural areas. Inclusion, creativity and wellbeing underpin all of our work. We are committed to supporting children and young people, particularly those facing barriers to access, through high-quality, engaging and relationship-based creative provision.

Job Purpose:

To coordinate the planning and delivery of Ragtag Arts' outreach events and support the delivery of the Ragtag Parade project.

This role focuses on logistics, staffing, communication and administration, ensuring events, performances and project outcomes are delivered smoothly and to a high standard.

Key Responsibilities:

- Coordinate logistics for outreach events, including staffing, scheduling, resources and equipment
- Liaise with event organisers to confirm event details, requirements and expectations
- Manage bookings, maintain records and action invoicing
- Coordinate freelancers and volunteers for events and project delivery
- Support the delivery of events and performances, including on-the-day coordination
- Support administration and communications for the Ragtag Parade project
- Build positive relationships with Ragtag Parade participants to support engagement
- Coordinate logistics for performances and project activity
- Support the Artistic Director with planning, delivery and time management
- Contribute to monitoring and evaluation, including collecting feedback and data for funders

- Support the planning and delivery of the final exhibition, including liaising with venues and contractors
- Work with the marketing team to support promotion and communications
- Maintain organised project documentation and schedules
- Attend team meetings and contribute to planning and reflection
- Carry out additional tasks as required, including delegating work to staff, freelancers or volunteers where appropriate

Personal Specification:

Essential Skills and Experiences

- Strong organisational skills and ability to manage multiple tasks
- Excellent communication and interpersonal skills
- Experience coordinating events, projects or logistics
- Confidence working with external partners and teams
- Ability to work independently and take initiative
- Strong time management and attention to detail
- Confidence using Google Drive and digital tools
- Ability to work collaboratively within a small team
- Interest in arts, events or community-based work
- Competence in written and spoken English

Desirable Skills and Experience

- Experience working in arts, festival or community settings
- Experience supporting project delivery and evaluation
- Experience managing budgets or invoicing
- Experience working with volunteers or freelance teams
- Understanding of inclusive practice
- Interest in sustainability or creative reuse

Additional Information

The post holder will be required to attend the majority of events, workshops and performance dates outlined in the appendix, in addition to the weekly working day.

This includes a programme of events running from April to September, with a particularly busy period across July and early August.

Additional time may be required to support key project activity. The post holder may undertake this work directly or coordinate and delegate tasks to others as appropriate.

The Wednesday working day (including extended hours on the second Wednesday each month) is essential to support staffing needs and relationship-building with Ragtag Parade participants.

We understand that applicants may have prior commitments or holidays planned during this fixed term period. Any prior commitments will need to be disclosed during the application process.

Appendix: Events & Project Schedule (2026)

April

- **09/04** – Ragtag Roadshow - With Barrow Family Hub (Barrow Park)
- **15/04** – Carnival Club - *Dress Rehearsal for Festival of Colours - (Ragtag)*
- **18/04** – Festival of Colours - Ragtag Roadshow + Parade (Barrow Town Centre)

May

- **01–03/05 TBC** – Sausagefest - Ragtag Roadshow + Parade (*Muncaster Castle*)
- **13/05** – Carnival Club (Ragtag)
- **16–17/05** – Carnival Club: Big Puppets Weekend (Kendal)
- **28/05** – Ragtag Roadshow - With Barrow Family Hub (Barrow)

June

- **06/06** – Family Carnival Day (Ragtag)
- **10/06** – Carnival Club
- **13/06** – Kendal Pride - Ragtag Roadshow + Parade (*Kendal*)
- **24/06** – Carnival Club Extra Making Sessions
- **27–28/06** – Ragtag Roadshow - With Barrow Family Hub (Barrow Dock Museum)

July

- **08/07** – Carnival Club (*Ragtag*)
- **09–11/07** – Eskfest - Ragtag Roadshow + Parade (*Eskdale*)
- **23–26/07 TBC** – Truckfest (Oxfordshire)
- **30/07–03/08** – Kendal Calling - Ragtag Roadshow + Parade (*Lowther Deer Park*)

August

- **28/08** – Loose Parts Workshop - Selside & Grayrigg Show
- **29-30/08** – Harbourfest - Ragtag Roadshow + Parade (Whitehaven)

September

- **05/09** – Family Carnival Day (Ragtag)
- **09/09** – Carnival Club (Ragtag)
- **16/09 & 23/09** – Additional Making Sessions (*Ragtag*)
- **26/09** – Kendal Torchlight Festival - Parade (Kendal)
- **End of Project Exhibition:** Dates TBC