

# We're Hiring: Trainee Production Manager

**Location:** Seascale & surrounding area

**Fee:** £2,500 contractor fee for approx. 25 flexible days (October 2025 – January 2026)

**Contract Type:** Freelance / fixed-term

**Reporting to:** Everyone Here team (Production Lead / Artistic Director)

**Application deadline:** 29th September 2025

**Contact email:** [jenny@everyonehere.org](mailto:jenny@everyonehere.org)

## Purpose of the Role

Everyone Here (EH) is a community-led arts organisation working across West Cumbria. We are delivering Light Works Festival 2025 and other creative projects. The Trainee Production Manager role is designed for someone who is organised, practical, and curious about how creative events come together. You will gain hands-on experience in production management, learning from our experienced team, and supporting the safe and smooth running of events.

## Key Responsibilities

As a trainee Production Manager you'll work alongside our team to help make the Light Works Festival a success. Some of the things you'll be involved in include:

- Support planning and delivery of the Seascale Light Works Festival and other projects.
- Help plan logistics for events, activities, and installations.
- Liaise with artists, technical teams, and community groups.
- Assist with setup and takedown of equipment and installations.
- Help manage schedules, transport, deliveries, and venue arrangements.
- Attend production, health & safety, and access planning meetings.
- Document project planning and delivery (timelines, inventories).
- Assist with creation of risk assessments and site plans.
- Support feedback gathering and evaluation of events.
- Work flexibly and reliably, including some evenings and outdoor work.
- Take part in monthly peer reflection meetings as part of learning.

**We'll support you every step of the way. You'll work flexibly, learn as you go, and have regular check-ins with our team to build your skills and confidence.**

## Person Specification

- Interest in learning how creative events come together behind the scenes.
- Organised, practical, and able to solve problems.
- Enjoys supporting others and working as part of a team.
- Willingness to work flexibly and sometimes outdoors or evenings.
- Positive attitude, reliability, and curiosity to learn.

## Desirable

- Some experience (paid, voluntary, or personal) in organising projects or events.
- Confidence liaising with a range of people (artists, volunteers, community groups).
- Basic skills with digital tools (e.g. email, Word, phone camera).
- Based in or connected to Seascale / West Cumbria.

## Support and Development

- Flexible working pattern to suit your needs.
- Collaborative support from the EH staff team.
- Learning in a non-judgmental, encouraging environment.
- Opportunities to reflect, grow, and celebrate achievements.

## How to Apply

Please send an email to [jenny@everyonehere.org](mailto:jenny@everyonehere.org) and include:

- Why you're interested in the Trainee Production Manager role.
- An example of a project or event you've helped organise or enjoyed being part of.
- Your name, address, and telephone number.
- The names of two people who can provide a reference

This role is designed for a contractor which means you will be responsible for your own tax and insurance. We can support you to access advice from external organisations. Please don't let this be a barrier to applying.

## Timeline

- Application deadline: 29th September 2025
- Shortlisting on week commencing 30th September 2025
- Interviews held early October (in person, Seascale area – venue confirmed after shortlisting)
- Contract begins mid-October 2025

## About Everyone Here

Everyone Here is one of 39 Creative People and Places (CPP) projects supported by Arts Council England. The programme allows organisations like us to work with communities so they can choose the creativity and culture on offer in their local area. And it's made possible thanks to National Lottery players, who raise £30 million for Good Causes each week.



Everyone Here is a project of ACTION with Communities in Cumbria. Charity No: 1080675, Company No: 3367858

