

We're Hiring: Trainee Creative Producer

Location: Workington & 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: Wednesday 22 October 2025

Contact email: 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 Creative Producer role is designed for someone who is organised, practical, and curious about how creative events come together. You will gain hands-on experience in creative producing, learning from our experienced team, and supporting the safe and smooth running of events.

Key Responsibilities

As a trainee Creative Producer, 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 Hall Park Light Works Festival and other projects.
- Helping local groups get involved in creative activities
- Supporting artists as they create and deliver their work
- Organising materials and resources
- Helping plan and document creative sessions
- Attending occasional meetings on production, marketing, and finance
- Assisting with festival events and helping everything run smoothly
- Gathering feedback from people who take part
- 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 Workington / 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 and include:

- Why you're interested in the Trainee Creative Producer 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: Wednesday 22 October 2025
- Shortlisting on week commencing 27th October 2025
- Interviews held late October (in person, Workington area – venue confirmed after shortlisting)
- Contract begins late October /beginning November 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.

