**A close-up of a logo

Description automatically generated**

Freelance Creative Producer opportunity with Papertrail

Papertrail seeks to appoint an experienced freelance Creative Producer to work with Co-Artistic Directors Bridget Keehan and Jonny Cotsen on exciting new projects in 2025.

**About Papertrail**

Papertrail has been creating and staging untold stories from underrepresented voices in Wales and beyond for the last 10 years. Thanks to ACW’s Creative Steps the company is now entering an exciting new stage of development which sees Jonny Cotsen co-leading the company along with founding Artistic Director, Bridget Keehan. Their joint vision is to continue staging unheard stories and to develop the aesthetics of creative access in the work they produce. A primary objective of the company is to open up new opportunities for creatives who have experienced barriers and who are under-represented in the arts.

**About this role**

To help us achieve our aims, Papertrail are now seeking an experienced and visionary freelance Creative Producer to work with us on delivering our new vision. The Creative Producer will work closely with the Co-Artistic Directors, as well as marketing and production personnel, to bring creative projects to fruition. This role requires both project management expertise as well as a deep commitment to the development and staging of untold stories.

**Who are we looking for?**

You are someone who is committed to enabling all people to engage with their creativity and believe in the power of art to be transformative. You’re a great collaborator and have the energy and drive to make extraordinary projects happen. Above all, you are a creative thinker and committed to social justice and inclusion.

Key responsibilities include:

* Supporting casting, creative team and production staff recruitment.
* Supporting the development and delivery of new projects
* Managing production schedules and rehearsal processes
* Supporting marketing, fundraising, and community engagement activities.

Person Specification

Essential

* A demonstrable passion for theatre and storytelling
* A clear understanding of Papertrail’s mission and vision.
* Excellent administrative and organisational skills
* Excellent communication skills
* Excellent interpersonal and team-working skills
* Minimum of 3 years as lead producer or project manager in the

cultural sector

* Ability to manage multiple priorities and work to deadlines
* Friendly, kind and helpful personality
* Highly organised and self-motivating
* Strong ethical standards and integrity, with a commitment to fostering a culture of inclusivity and respect.
* Happy to work remotely/from home but willing to travel for meetings and projects as needed
* Have appreciation for, and supportive of, the Welsh language.

Desirable

* Proficiency in written and spoken Welsh and / or other languages
* Have basic understanding of BSL, Deaf awareness or previously worked with Deaf and Hard of Hearing people.
* Strong network and positive relationships with small and mid-scale regional tour venues.
* Experience of international touring and festivals
* Marketing and social media skills

**Access and Inclusion**

We are particularly keen to hear from applicants from communities that are underrepresented in the cultural workforce, particularly when considering disability, class and ethnicity, and people whose lived experience reflects the communities we work with.

We guarantee to interview any disabled applicant who meets the essential criteria for the post. If you feel this applies to you, please make this clear in your cover letter.

If you have any specific requirements or need additional support during the recruitment process, including anything you might need should you be called for interview (e.g. interpreters, information in different formats etc.) or you would like to discuss any aspect of the role in confidence, please contact: bridget.keehan@papertrail.org.uk

**Fee**

This part time freelance contract is initially for 50 days spread over 10 months @ £200 per day. The working hours can be negotiated but will initially entail 2 days a week. The ideal candidate will be able to join us early on in 2025.

**Application Process**

Please email us your CV and a cover letter of no more than 2 sides of A4 words stating: Why you want to work with Papertrail and the expertise and qualities you will bring to the company. Do address the person specification in either your cover letter or CV.

Please download our equal opportunities form (available from our website -[www.papertrail.org.uk](http://www.papertrail.org.uk) . If you have any problems downloading the form or have any further questions about the application process, please email: [contact@papertrail.org.uk](mailto:contact@papertrail.org.uk)

You may wish to apply by video or audio as an alternative to sending in a cover letter, and in addition to sending us your CV. To do this please ensure your recording is saved in an easily accessible format and send via a WeTransfer link to: [contact@papertrail.org.uk](mailto:contact@papertrail.org.uk)

Videos / audio should be no longer than 5 minutes long.

**Closing date for applications: 12 noon Monday 16th December**

**Interviews will take place Monday 6th January 2025**