

Freelance Tech Production Co-ordinator (Operational) – Richmond Arts & Ideas Festival 2025

Freelance Brief

Location: Various festival sites across the borough of Richmond upon Thames

Duration: May 2025 – July 2025 (1 day a week from the beginning of May + 15 pre agreed dates throughout the festival)

Compensation: 21 days @ £270 a day = £6000

Application Deadline: 1 May 2025

How the project will be managed: The co-ordinator will be directed by Richmond Arts Service's Executive Producer for the Richmond Arts & Ideas Festival 2025

About us:

Richmond Arts Service fosters creativity and enjoyment of the arts, enabling people to reflect on their lives and develop new ways of seeing the world. We bring experimental engaging art to the borough and provide strategic leadership for the local authority, ensuring that local people benefit from a vibrant arts ecology.

About Richmond Arts & Ideas Festival

Richmond Arts and Ideas Festival is an event that takes place across the borough of Richmond (and beyond). Piloted in 2023 and due to take place again in 2025, the festival is a celebration of arts, culture, and community building.

Inspired by a theme, events fill venues and streets over two weeks in June. There are moments that provoke noisy ideas, thoughts, and discussions as well as moments for quiet reflection. What unites this festival is the opportunity to seek a more positive future through art and culture.

The festival was established in response to Culture Richmond's 10-year framework and instigated by the Council's, Richmond Arts Service. It is developed and co-produced by partners across the borough. This includes Richmond's public libraries, arts organisations, theatres, universities, schools, charities, and a wide range of local partners. Through these partnerships Richmond Arts and Ideas Festival is a collaborative, adventurous, thought provoking and inclusive festival.

A festival is germinating, ideas sprouting from fertile soil. Organisations and venues across Richmond will grow into cultural trees, all connected through the threads and network of mycelium festival goes, under the canopy of Richmond Arts and Ideas Festival 2025.

The festival theme for 2025 is **Cultural Reforesting**, a programme initiated by the Richmond Arts Service. It is a series of artist-led, multi-disciplinary projects set in the context of the ecological crises. Each artist project responds to the question – how can we renew our relationship with nature?

Since its inception in 2021 the programme has featured artists, thinkers, scientists, indigenous leaders and more through an impressive forest of projects. **Cultural Reforesting** is expanding into Richmond Arts and Ideas Festival 2025. Events across the borough will explore our relationship with nature and reflect on the ecological crisis.

The Role

Richmond Arts Service are currently on the lookout for a Tech Production Co-ordinator (Operational) to join our small Festival team in Richmond Arts Service based at our offices at Orleans House Gallery in Twickenham. This is a freelance role reporting to the Festival's Executive Producer. The role will be a location-based role, responsible for organising, co-ordinating and providing on the day technical support for a number of activations, installations and performances taking place across the borough. The co-ordinator will be expected to travel between venues, installing, overseeing and troubleshooting a range of technical set ups; from exhibitions with audio visual components, to immersive experiences with complex rigging requirements.

The Co-Ordinator will work closely with our team to develop and execute technical specifications to ensure a high quality, safe experience for festival audiences. Throughout May the Co-ordinator will work one day a week to support the team in preparation for the festival, which may include; applying for temporary event notices; liaising with the councils parks and highways teams; compiling event safety plans and risk assessments for each event.

The Richmond Arts Service prides itself on being experts in delivering art and culture programmes and producing creative content in partnership with our wider arts community, which includes local, national and international artists, so you will naturally be able to respond to briefs and manage various technical requirements accordingly

Key dates

- Pre festival phase: 1 day a week between 12-31 May. The specific dates during this period are somewhat flexible and can be a combination of home working and based at the Arts Service offices at Orleans House Gallery
- Delivery phase: these dates will be supporting the technical delivery of events during the festival and are not flexible:

Friday 6 June

Monday 9 June

Tuesday 10 June

Wednesday 11 June

Thursday 12 June

Friday 13 June

Saturday 14 June

Sunday 15 June

Thursday 19 June

Saturday 21 June

Sunday 22 June

Monday 30 June

Tuesday 1 July

What We Are Looking For

- An experienced Technical Co-ordinator with the skills to manage multiple projects in a time-sensitive environment

- Experience of producing live events, involving various technical requirements and set ups
- Experience of installing exhibitions with audio visual components as well as a range of visual art
- Excellent organisation, project management and planning skills
- Demonstrate a can-do, realistic attitude to getting the job done
- A logistical approach to challenges
- Clear communicator, both excellent verbal and written
- Ability to work in/manage a team
- An understanding of the creative process and techniques – including contemporary arts, film & video, performance & dance, music
- Ideally have production experience in the arts, creative and cultural sectors and experience and knowledge of the current arts festivals sector Ideally a UK driving licence
- Passionate about working in the creative sector, be able to think creatively, and be committed to producing high-quality, innovative programmes.

About you

You will have:

- Proven work experience as a Technical Co-ordinator or in a similar creative role
- Ability to manage multiple projects simultaneously
- Strong communication and interpersonal skills
- Knowledge of industry trends and best practices
- Ability to work under pressure and meet tight deadlines
- Flexibility and adaptability to changing priorities and client needs
- Experience with team management and collaboration
- Portfolio of successful projects

Useful Pages:

- [Richmond Arts & Ideas Festival](#)
- Facebook: facebook.com/richmondartsandideas/

How to Apply:

Please submit your CV and covering letter detailing your experience and your approach to

working with us. Send applications to artsinfo@richmondandwandsworth.gov.uk and entering RAI 25 Festival Producer in the email subject line, by **1 May 2025**.

If you have access requirements and would prefer to apply in a different format or would like us to make reasonable adjustments to the interview process, please let us know.

- Interviews (online or in-person) to take place **6 May 2025** We hope the contract to begin **12 May 2025**