St Magnus International Festival invites applications for the role of Festival Producer for the 2026 St Magnus International Festival. Applications should be sent to Festival Manager Charlotte Rendall at [charlotte.rendall@stmagnusfestival.com](mailto:charlotte.rendall@stmagnusfestival.com) by 12 noon on 3rd November. Please provide a covering letter alongside a C.V. Interviews will be held online the week of 10th November.

**Festival Producer Job Description**

**Job Title:** Festival Producer

**Reports To:** Festival Manager & Festival Director

**Contractual Arrangements:** Freelance

**Fee** : Dependent on experience

**Contract length :** Dec/Jan – mid July 2026 (flexible working with increased demand at Festival delivery time)

**Application Closes:** Monday 3rd November 2025

**Job Purpose:**

To produce the 2026 St Magnus International Festival in collaboration with the Festival Team

**Main Duties**

* Arrange any travel and manage changes (including artists, funders and journalists as required)
* Arrange any accommodation needs and manage changes (including artists, funders and journalists as required)
* As part of the Festival team plan and deliver Festival events, oversee logistics, schedules and on-site problem-solving
* Assisting Team Administrator, Festival Manager and Festival Director with venue bookings
* Collaborate with the Festival Director, Festival Manager and Technical Manager on creating the Technical/Production Schedule
* Organise meet and greet (volunteers and taxi)
* Create any ground transport schedules
* Organising Coach or other transport/transfers for on tour/excursion/meet and greet
* Create and organise Welcome packs and distribution
* Creating and maintaining up to date financial records of travel and accommodation and any other spend
* Liaising and communicating with bookkeeper on accommodation and travel and performers’ fees invoices
* With Team Administrator organise catering for events if required etc
* With Festival Director act as BBC Radio liaison feeding into Festival Technical and Rehearsal schedules.
* With team assist proof reading and checking of festival print (brochure, programme, flyers, ads)
* Gather biographies, photographs, programme notes for performers and file to Festival server as shared documents
* Artist Liaison in collaboration with Festival Director
* Be part of schedule of staff presence at any given event or including excursions
* Liaise with Team Administrator for FOH/Box Office for Performer Ticketing and Event management
* Work with volunteer Technical and Front of House team members
* Participate with FOH/Box Office in creation of Risk Assessments
* Work with the team to monitor safety standards in line with all SMIF policy documents
* Work alongside any voluntary staff and brief as necessary
* General preparation and troubleshooting duties agreed with the Team as required
* Represent the St Magnus International Festival as a member of the professional administrative team and uphold confidentiality for the organisation.

**Essential Skills**

* Have excellent organisational, communication and problem-solving skills
* Hold a full UK driving licence with access to a reliable vehicle
* Be proficient in Microsoft Word and Excel to an intermediate level