

BRADFORD CULTURAL VOICE

Role Title: Conference Producer

Location: Bradford, UK

Contract Type: Freelance

Fee: £10,800 (48 days at £225 per day).

Contract length / days: 48 days, estimated at 1-day per week, however it is expected that the contract will be delivered as required to meet the needs of project delivery.

Start and end date: May 2025 to April 2026

Conference Dates: January to March 2026 (TBC)

Background

The Bradford Way Consortium is seeking a skilled Conference Producer to design and deliver a significant conference taking place in early 2026 (January to March, date TBC) in Bradford, at Bradford Arts Centre. The main objective of the conference is to celebrate Bradford's growing cultural sector and creative communities, following our UK City of Culture year.

About The Bradford Way Consortium

The Bradford Way (TBW) is a strategic investment programme in Bradford supported by Arts Council England's Place Partnership fund. A new consortium consisting of Bradford Metropolitan District Council, Bradford Producing Hub, the Cultural Voice Forum and The Leap have come together to create a sustainable, joined-up infrastructure that supports Bradford's diverse artists and community-led arts and culture. This two-year intervention directly responds to needs, improves collaboration and provision, and grows our diverse ecology for the City of Culture year and the long-term.

Conference Objectives:

- To bring together a wide range of stakeholders, artists, facilitators and participants from the UK City of Culture year and the broader cultural sector.
- To attract a significant number of attendees, including local creatives and freelancers, funders, policymakers, and cultural organisations
- To showcase the successes, and reflect on initial lessons learned, during the UK City of Culture year.
- To activate the legacy of Bradford 2025 and reset the Bradford cultural sector for an ongoing successful future, informed by existing legacy planning and a new sector Needs Analysis report conducted by The Bradford Way partnership.
- To create opportunities for networking and reconnection between the Bradford cultural sector, funders and cultural stakeholders, through a range of sessions and activities across the day and evening.

The Conference Producer will be responsible for collaborating with TBW consortium partners to:

1. Develop and deliver the conference content and programme - an engaging programme including keynotes, panels, and workshops that deliver the key aims of the conference.
2. Develop and manage the conference budget, including all production, venue, staffing, technical and other event delivery costs.
3. Oversee all logistics related to the conference, including, but not limited to: venue arrangements, catering, and technical requirements.
4. Ensure inclusion and access is built into all aspects. This will include but not be limited to arranging for services such as BSL interpreters, quiet spaces and other provisions to accommodate diverse attendee needs.
5. Design a successful marketing plan to attract audiences.
6. Organise ancillary events and networking opportunities as well as social events.
7. Utilise strong negotiation skills to secure speakers, vendors, and potential sponsorships.
8. Develop and administer an evaluation plan for the conference, supported by TBW external evaluators.

There is a full budget in place to deliver the conference, marketing and access provision, which will be shared in detail with the successful applicant.

Application Process:

Please submit:

- A cover letter outlining relevant experience.
- A brief portfolio or CV, including previous conference/event delivery.
- A minimum of two recent references from past clients or partners.

If you prefer, you can submit your application as a 2 to 3 minute video instead of a written cover letter. Just make sure your video covers your relevant experience and why you're interested in the role.

Please email your application to: hello@bradfordculturalvoiceforum.com

We're committed to making this opportunity as accessible as possible. If you require any alternative formats or adjustments to the application process, please don't hesitate to email us and we'll be happy to accommodate.

Deadline for Applications: Friday 2nd May
Interview Date(s): w/c 12th May

For further inquiries, please contact hello@bradfordculturalvoiceforum.com