

JOB DESCRIPTION

Job Title: Freelance Festival Producer

Freelance Contract: April – October 2026

Reports to: Executive Producer and Artistic Director

Manages: Festival Freelance Staff, Cryptic Team and Volunteers

Fee: £46,000 - £48,000 per annum pro rata

Sonica Glasgow is Scotland's leading 11-day biennial festival of audiovisual art and experimental music, curated and produced by **Cryptic**. For over a decade, Sonica has presented pioneering work at the intersection of sound, image and architecture, transforming venues across Glasgow into immersive environments that challenge and inspire audiences.

"The most thrilling conjunction of visuals and performance" Clash Magazine

Sonica's Mission: To present today's finest, most imaginative audiovisual artists, whilst nurturing the creative talent of tomorrow, engaging & inspiring audiences locally, nationally & internationally.

About Cryptic: An international, award-winning producing arts house, not for profit, based in Glasgow. We create unique experiences that engage and inspire audiences, with multi-media performances that fuse music with sonic, visual and digital art. Founded by Cathie Boyd in 1994, the company thrives on artistic innovation and creative risk-taking, which has created an environment where artists have been encouraged to push artistic boundaries. We are a distinctive creative company connected to the world. Led by Executive Producer, Claire Moran and Artistic Director, Cathie Boyd, Cryptic has **delivered 100%** of its projects **on time** and **on budget**.

A strong demand for our unique art experiences has led to the development of three distinct programmes: **Sonica** Glasgow, **Cryptic Artists** and **Cryptic Nights**. Each of these programmes allows the company and its artists to add to the legacy of three decades of pioneering art experiences.

Focus of the role:

Working under the direct supervision of the Executive Producer and Artistic Director, the **Freelance Festival Producer** will be responsible for leading the planning and delivery of Sonica Glasgow 2026 – managing all aspects of festival delivery from pre-production to post-event overseeing budgets, staffing, logistics, and operations to ensure a high-quality, safe and smooth-running festival.

The Festival Team:

The **Freelance Festival Producer** will work collaboratively with Cryptic's Head of Communication and Marketing and freelance PR company to ensure effective communications around the festival programme.

The **Freelance Festival Producer** will be supported by other members of the core staff team including Administrator, Admin Assistant and Sonica Freelance Team.

The **Freelance Festival Producer** will work alongside a Freelance Production Manager who oversees a production team including Technical Managers and Crew.

The **Freelance Festival Producer** will be responsible for direct line management of the Sonica Freelance Team who are brought in to deliver the festival.

Principal tasks:

- Working with the Executive Producer and Artistic Director to manage and monitor the main festival budget and other related sub-budgets;
- Maintaining clear, efficient financial and project administrative systems;
- Ensuring all work is delivered in line with Cryptic's policies and procedures;
- Reviewing Cryptic's existing event planning timeline/action plan for the festival, update with 2026 specifics and monitor to ensure timely delivery;
- Liaising with festival venues and other statutory authorities as required;
- Preparation of festival documentation (artists contracts, supplier/contractor agreements, schedules, briefing notes etc.);
- Reviewing RAMS documents in collaboration with Freelance Production Manager;
- Overseeing artist liaison – ensuring advance artist information and welcome packs are sent out in a timely manner;
- Overseeing the development and delivery of the volunteer and public engagement programme;
- Overseeing the planning of Sonica PRO programme with the team;
- Ensuring all artists' technical requirements /riders/ RAMS/insurance documents are gathered and shared with the Production Manager;
- Ensuring artist technical riders are delivered;
- Ensuring all accommodation, travel and catering requirements are fulfilled, supported by the Administrator and Admin Assistant;
- Overseeing the creation of detailed festival schedules including: artistic programme schedule; staffing schedules; dressing room schedules etc.;
- Identifying staffing requirements across the festival and overseeing recruitment, contracts and schedules;

- Ensuring all staff are fully briefed as to their roles and responsibilities, venue rules, health and safety procedures etc. prior to arriving (lead event staff zoom briefing with Production Manager);
 - Liaising with contractors and suppliers, ensuring appropriate insurances, H&S certification is in place
 - Overseeing food concessions and bars, working with the Venue and Events teams at festival venues;
 - Leading weekly festival team progress update meetings online and / or in person;
 - Attending regular budget / production meetings online and in person;
 - Attending site visits as required;
 - Working with the Head of Marketing and Communications and PR company to support the marketing and promotion of festival activity;
 - Contributing to the development of evaluation framework for the festival;
 - Assisting with post festival admin and funding reporting;
- Any other duties reasonably arising from the duties specified above and in line with the scope of the post.

PERSON SPECIFICATION

Essential

- At least 5 years' experience of leading and inspiring a team in delivering arts projects and events;
- Experience of working in Festivals and/or other similar events;
- Experience of managing large scale multi venue projects;
- Experience of managing large budgets, within budget;
- Experience of event management and production planning, including working with a wide range of external contractors, partners, Local Authorities and other bodies;
- Experience and understanding of venue management and operations;
- Experience of preparing and writing event documentation, including event management plans, schedules and post event reporting;
- Understanding and experience of security, health and safety issues for indoor and outdoor events;
- A passion for the performing arts and a commitment to achieving artistic excellence and fantastic audience experiences;
- Ability to represent the organisation effectively across a range of contexts including meetings with stakeholders, partners, artists, funders and the general public;
- Excellent planning, organisational and communication skills;
- Experience in line managing a staff team;
- Team player with a consistent positive attitude;

- Numerate and experienced in common office software;
- Excellent administrative skills;
- Ability to deal confidently and positively with people across a wide range of contexts;
- Ability to meet demanding targets within tight deadlines, working under pressure with ever shifting priorities;
- A high level of self-motivation – able to work on own initiative as well as part of a team;
- Ability to think creatively and solve problems.

Desirable

- Experience of managing arts experiences working with diverse communities
- Clean driving licence

CONDITIONS

Contract Type: Freelance (Initial six-month freelance agreement with possibility of review thereafter, subject to one month's written notice.)

Fee: £46,000 - £48,000 per annum pro rata

Duration:

- Part Time: April and May 2026 (3-4 days per week (18 days))
- Full time: 1 June – 23 September 2026
- Festival dates: 24 Sep – 4 October 2026 (90 days)
- Part Time: 5 October – mid November 2026 (3-4 days per week (12 days))

Main working location: Flexible working, part remotely and at 5 Florence Street, Glasgow. G5 0XY

APPLICATION PROCEDURE

To apply for this role please send your CV along with a cover letter of no more than two pages outlining your suitability for this role:

Email: claire@cryptic.org.uk

Deadline: 12 noon on 1 April 2026

Interviews will be held in Glasgow on Wednesday **8 April 2026** with a view to starting ASAP.



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