

Job Description

Job Title	Assistant Creative Producer (2028)
Directorate	Neighbourhoods and Housing
Service Area	Culture Liverpool
Grade	6
Competency Level	2
Salary	
Job Type	Hybrid, Fixed Term until December 2028
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

Liverpool City Council is seeking an **Assistant Creative Producer** to support the planning and delivery of a dynamic programme of arts, sport and cultural events in 2028, marking the 20th anniversary of Liverpool's year as European Capital of Culture.

Working as part of a small development team, you will assist with the development, coordination and delivery of projects that celebrate Liverpool's cultural identity, creativity and communities. The role will support senior creative producers and work alongside external partners to ensure projects are well organised, inclusive, high quality and delivered on time and within budget.



This is a practical, hands-on role suited to someone with a strong interest in cultural production, experience of supporting live events or creative projects, and a desire to develop a career in the cultural sector.

Directly Responsible For:

n/a

Directly Responsible To:

Senior Creative Producer

Main Areas of Responsibility:

- Support the planning, coordination and delivery of cultural, arts and sports events as part of the Culture 2028 programme
- Assist with artist, producer and partner liaison, including scheduling meetings, site visits and communications
- Provide administrative and project support including timelines, budgets, contracts and reporting
- Support commissioning processes, including research, coordination of submissions and documentation
- Support with storytelling and messaging across the 2028 program through partner engagement and alignment with third party comms teams
- Assist with event logistics such as permissions, risk assessments, access planning and evaluation
- Contribute to inclusive and community-focused engagement approaches across the programme
- Work collaboratively with internal council teams and external partners to support successful delivery
- Attend events and activities as required, including occasional evenings and weekends

Supervision and Management Responsibility:

- Oversee a number of supplier relationships

Budget and Financial Responsibility:

- Support in developing project budgets and funding streams
- Monitor financial performance of projects alongside Creative Producers to ensure delivery within budget
- Support in producing bids for funding and sponsorship opportunities

Social Value Responsibility:

- Ensure accessibility, diversity, and inclusion are embedded across all planning
- Drive social value through inclusive initiatives, community engagement, and legacy programmes
- Work with partners to deliver measurable social, cultural, and accessibility impacts
- Support in the ongoing commitment to delivering major events and initiatives in the most carbon responsible way possible

Physical Demands of the Job:

- Outdoor work during event delivery periods
- Weekend and evening work required during event delivery

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Promote excellent customer service internally and externally
- Uphold equal opportunities and non-discriminatory practices
- Ensure compliance with health and safety legislation and codes of practice

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree or equivalent qualification in relevant disciplines or demonstrable experience in events, arts, or culture (A, E, I)

Desirable

- Project Management or Event Management training

Experience

Essential

- Experience of supporting arts, cultural, events or creative projects in a professional capacity (A.E.I)
- Experience communicating with artists and/or creatives and building meaningful relationships (A.E.I)
- Strong organisational skills with the ability to manage multiple tasks and deadlines (A.E.I)
- Good communication skills, with confidence working with a range of stakeholders including artists, partners and communities (A.E.I)
- Ability to work collaboratively as part of a team and take direction while showing initiative (A.E.I)

- Ability to attract and or identify funding, construct compelling bids, and to see the process through end-to-end (A,E,I)

Skills/Abilities

Desirable

- Strong administrative skills, including confidence using digital tools (e.g. Word, Excel, email, shared project systems)
- Experience working in a cultural or creative organisation
- Knowledge of Liverpool's cultural landscape and communities as well as the national and international context
- An interest in arts, culture and sport, and an understanding of their role in civic life and place-making
- Experience aligning marketing and messaging to artists and project concepts
- Experience supporting commissioning, events delivery or public-realm projects
- Understanding of inclusion, accessibility and community engagement in cultural programming
- A relevant qualification or training in arts management, events, cultural production or a related field

Commitment

Essential

- Commitment to delivering world-class arts and culture that offers exemplary experiences for audiences, artists and residents (A,E,I)

Desirable

- Understanding of and personal commitment to the Vision and Values of Liverpool City Council