

International Producer (0.6 FTE)

JOB DESCRIPTION

**INDEPENDENT
ARTS PROJECTS**

Application deadline: **12pm noon, Monday 2 March 2026**

Job Title	International Producer
Hours of Work	0.6 FTE (21 hours/3 days per week) annualised
Salary	£19,800 (£33,000 per annum pro rata)
Contract Length	2-year, fixed term
Supported By	Executive Director
Works alongside	- Welcome to the Fringe steering group of organisers, - IAP's General Manager and Producer.
Responsible For	- Contracted artists - Festival production team - Volunteers
Location	Independent Arts Projects' office in Leith and on-site. Remote or hybrid working is possible.
Status	Employed fixed term contract (or freelance equivalent)
Start date	April 2026
Holiday Entitlement	18 days per annum (30 days per annum pro rata)
Probationary Period	3 months

Notice Period	3 months (1 month during probationary period)
Pension	The company makes a 4% contribution into the company's pension plan on condition that the employee makes a minimum contribution of 4%

Flexible working & access

If you have particular access requirements and are unsure if this would be the right for you, please ask because we're open to flexible working arrangements (job share, reduced hours, remote working, annualised hours, etc).

If you are interested in applying but unsure if you fit the bill, please email jobs@independentartsprojects.com with any questions or to arrange a conversation.

Independent Arts Projects (IAP) works with some of Scotland's most talented and innovative artists and performance makers to develop, produce and tour a programme of productions, arts projects, events and opportunities for people across Scotland and beyond. IAP projects often explore themes of identity and aim to make space for people to be themselves and see themselves.

IAP supports artists to be artists. To lead creative work, to develop meaningful relationships, artworks and experiences with communities of place, practice and identity.

IAP has produced 12 new theatrical works in the 6 years since it's been trading. IAP productions have received four and five-star reviews from national media, sold out shows, and been nominated for awards.

In six years, IAP has come to specialise in facilitating socially engaged arts projects with access and care at their core. Our work and practice have been included in case studies, and shared as examples of good practice, and been presented in 24 local authority areas across Scotland.

Vision:

- IAP contributes to a vibrant community of artists and arts workers who make creative encounters for and with people across Edinburgh, Scotland and beyond.
- Successful work is accessible, fun, meaningful, or transformative. It can be for people to experience passively as audience or actively as co-creators.

- Our artists, audiences and participants are diverse and representative of people of different ages, from different backgrounds, cultures and experiences.

Values

- Access & inclusion - everyone has a right to creativity.
- Becoming anti-ableist & becoming anti-racist - we work towards change.
- Experimentation - making space for creative risk taking.
- Sustainability (environmental, human, & financial).
- Wellbeing & care for people is at the heart of all we do.
- Trust & respect for everybody we work with.

Aims

1. Produce an exciting & experiential programme of arts projects for audiences and participants
2. Develop new pathways for leadership in Scotland's arts sector
3. Develop our audiences, partnerships, profile and impact
4. Build our core team and overall capacity to match the company's vision
5. Develop our human, financial and climate sustainability

Independent Arts Projects Ltd is a company registered by guarantee and a registered charity. Company number SC581505. Charity number SC049294.

Visit our website to view projects:

<https://www.independentartsprojects.com>

Purpose of the role

The International Producer will oversee the delivery of the ***Welcome to the Fringe, Palestine*** project in August 2027, coordinating and supporting the festival programme, production, contributing to fundraising and maintaining relationships with partner organisations, funders and liaison with programmed artists.

Duties and Responsibilities

Festival Organisation, Programming & Production

- Oversee the planning, coordination and delivery of the festival programme in Edinburgh.
- Manage international artist participation, including contracts, visas, travel, accommodation and access requirements.
- Coordinate schedules & timelines across multiple interested parties & funders.
- Liaison with the volunteer steering group of organisers to programme and organise the festival. This is the team that created the *Welcome to the Fringe, Palestine* festival in 2015 and 2025. They include Henry Bell, Leonor Estrada, Catrin Evans, David Greig, Ben Harrison, Farah Saleh and Sara Shaarawi.
- Work with Production and technical staff to ensure smooth delivery of events

- Ensure safeguarding, duty of care and risk assessments are in place, particularly international and at-risk artists

Finance and Fundraising

- Coordinate a small team of volunteer fundraisers and the IAP team to develop and deliver a fundraising strategy for the 2027 festival.
 - Lead on the creation of a Crowdfunder for the 2027 festival.
 - Support volunteer fundraisers to research, develop and submit funding applications and/or proposals to trusts, foundations, public funders, and international cultural bodies.
- Work with the Executive Director and steering group to develop and manage the festival budget.
- Prepare reports and evaluations for funders, ensuring contractual obligations are met.

International & Strategic Partnerships

- Develop and manage relationships with Palestinian artists, cultural organisations and international partners
- Liaise with Edinburgh venues, the Fringe Society and local partners
- Represent IAP and the festival professionally in international and UK contexts

- Contribute to ethical, transparent and values-led partnership working

Person Specification

Skills, Attributes and Experience	Essential	Desirable
Proven experience producing international arts or cultural projects	✓	
Experience working with artists and partners across borders, including managing travel, visas and complex logistics	✓	
Knowledge and understanding of Middle Eastern culture, arts scene (theatre, dance, music, literature)	✓	
Excellent written and verbal communication skills in English and Arabic	✓	
Knowledge of Scottish arts sector (performing arts, music, and literature) including Edinburgh's festivals	✓	
High level of facilitation skills in a programming context (online and in-person)	✓	
Experience managing budgets and reporting to funders	✓	
Excellent communication and relationship-building skills	✓	
Commitment to promoting & embedding equity, diversity, inclusion, belonging, justice, internationalism and ethical	✓	

cultural exchange in working practices		
Experience working with Palestinian artists or within Middle Eastern cultural contexts		✓

How We Work

We are building a small arts organisation that aims to put access and care at the heart of all we do. We want the organisational culture to reflect our values and this central ethos.



Figure 1(l-r) Chloe, Mhari, Nina (photo: Kat Gollock)

The Team

The International Producer will join a core team that consists of the Executive Director Mhari Robinson (full-time), General Manager and Producer Nina Doherty (4 days a week). All other staff (creative and/or freelance) work remotely in arts & community spaces or on a hybrid basis though some visit the office more than others.

Office

We have a first-floor office to the front of the building at Out of the Blue Drill Hall, 36 Dalmeny Street, Edinburgh, EH6 8RG. The office is not step free but accessed by a minimum of 6 steps. The ground floor of the building is step free and has a Café, exhibition space and meeting rooms available. Staff can access a discount in the Café which serves a range of soups and other tasty things. There's also a shared kitchen with microwave for all tenants.

The office is off Leith Walk and accessible via bus, tram or a 25-ish minute walk from Waverley train station.

Working patterns

Independent Arts Projects workflow changes throughout the year with some busier and some quieter periods. It's important that our employees can work with us flexibly. We are looking for someone who can be based in or nearby Leith / Edinburgh.

We operate an office-based or hybrid working model. Generally, full-time staff are expected to work in the office three days a week (Tuesday to Thursday) and part-time staff are expected to work one or two days a week with the option to work from home or in the office for the remaining contracted hours, subject to preference.

Office hours are flexible but generally based on or around 9am – 5pm, however there is a level of flexibility here for those that require slightly different working patterns, to be agreed on an individual basis.

The representation across our current team and board is mainly female, with disabled, neurodivergent, LGBTQIA+ and ethnically diverse representation.

Applicants

We encourage applicants from different backgrounds with different experiences, skills and stories to join us and develop our working practice. We actively welcome candidates with protected characteristics and those who are currently under-represented in the arts including; people experiencing barriers due to socio-economic background, people who self-identify as LGBTQIA+,

people who self-identify as D/deaf, people who self-identify as Disabled or Neurodivergent and those returning to work who have caring responsibilities. Ethnically diverse people who have experienced racism including people who are from African and Caribbean diaspora, Latinx, the East Asian Diaspora, the South East Asian Diaspora, from the South Asian Diaspora, West Asian Diaspora (including Middle East), Indigenous people, bi-racial / mixed heritage or who also self-identify as a Person of Colour or Black, or from the Global Majority we may use BIPOC+ to refer to people from these identities.

Recruitment timeline

Job pack goes live	Week of Monday 2 February
60-minute Zoom session with the Executive Director (incl. Q&A)	12-1pm, Thursday 12 February
Deadline for applications	12pm noon, Monday 2 March
Interviews (online)	9am – 5pm, Tuesday 10 March
All applicants notified of outcome	By Monday 23 March

About the application process

- We will offer feedback to all applicants that apply.
- Applications will be assessed and scored by the Executive Director, against the person specification.

The highest scoring applicants will be invited for interview.

- Shortlisted applicants will be sent interview questions at least 48 hours in advance of the interview.
- Interviews can take place in person (in Edinburgh) or online via Zoom.
- Interviews will be with Mhari Robinson, Executive Director. An additional person will join, and applicants invited to interview will be informed of this prior to interview.
- We operate a 'blank slate' assessment process, meaning that each applicant is scored anew at application and then interview stage.
- An offer, subject to positive references will be made following interviews.
- We reserve the right not to appoint.

Before you apply

If you have any questions, you can either:

- email jobs@independentartsprojects.com with your questions and we will get back to you, or
- attend a Zoom information session online from 12-1pm on Thursday 12 February (please email for joining information before 11.30am on the day).

How to apply

- Please apply by sending a CV (maximum 2 pages A4) AND covering letter (maximum 2 pages A4) in

no smaller font size 12 attached by email to jobs@independentartsprojects.com

- Please ensure you include an email address, phone number and location in your CV.
- Refer to the person specification, outlining relevant experience and information as to why you believe you are the right person for the post.
- Please include contact details for 2 referees. We will contact your referees after we make an offer subject to references.
- Alternatively, applicants can send a link to a maximum 10-minute-long video that outlines the above information.
- Please complete our [Equal Opportunities Monitoring form available here](#).

You do not have to complete the Equal Opportunities Monitoring form. However, it is a useful tool for helping us to monitor the effectiveness of our recruitment process. In accordance with the Data Protection Act 1998, the information you have provided will only be used for the purpose of equality monitoring.

Thank you so much.

Please visit us at www.independentartsprojects.com

Ad.

International Producer

Independent Arts Projects is seeking an experienced **International Producer** to lead on the organisation of *Welcome to the Fringe* an international festival programme of Palestinian arts taking place in Edinburgh in 2027.

This project-based role will oversee international partnerships and the operational delivery of the festival. You will work closely with artists, collaborators, funders, and partners to realise an ambitious programme that platforms Palestinian artists within the wider Edinburgh Fringe context.

We are looking for an Arabic & English-speaking producer with a strong track record in international arts projects and the ability to work sensitively within complex political and cultural contexts.

This is a fixed-term contract from April 2026 for 2 years, with flexible and hybrid working. It is based on an annual salary of £33,000 (0.6 FTE or 3 days per week) with annualised hours/days over the period of the contract.

Independent Arts Projects is committed to equity, inclusion, and ethical cultural exchange, and warmly welcomes applications from candidates from underrepresented backgrounds.

<https://www.independentartsprojects.com/work-with-us/>

