



DANCE
UMBRELLA
MOVING LONDON

Dance Umbrella
Festival 2026

ASSISTANT PRODUCER

Job Application Pack

About Dance Umbrella

Dance Umbrella is a London festival 48 years in the making and moving with the times. We are an international home for dance across a global city. Every year our festival ignites London with the next generation of trailblazing artists. Our community is artist-centred, caring and representative. Dance belongs everywhere. We reimagine dance by pushing boundaries and moving people to feel dance is vital to their lives.

In 2021, Freddie Opoku-Addaie was appointed Artistic Director and Co-Chief Executive, and has overseen five festivals at the helm, evolving Dance Umbrella into a hybrid festival for the first time in its history. Spanning in-person events across the capital and online, the festival showcases international talent, with emerging and diverse dance artists at the heart of our programme. Each year, we are joined by audiences from near and far, in theatre auditoriums and front rooms, to experience dance shows, new work for children, outdoor performances, workshops, discussions and films.

The full programme for Dance Umbrella's 48th annual festival will be announced in June.

Role

Dance Umbrella is looking for an Assistant Producer to join the team on a fixed-term freelance basis for the 2026 festival cycle. This is a great opportunity for someone to develop their producing experience within a busy festival team, working in close partnership with the Senior Producer and a Guest Curator.

A defining feature of this year's role is the Guest Curator strand. Working alongside the Senior Producer, the AP will play a key role in supporting the day to day delivery of this bespoke programme, including curator liaison and artist support, alongside broader festival production responsibilities across October.

We are looking for a confident, calm person who can quickly blend into a busy production team and help to make the festival happen. You will have experience of production environments and working with artists, strong organisational skills and a willingness to switch between the different modes of operation required by a hybrid festival model.

Good interpersonal skills are as important as logistical ones in this role, as the AP will be a key point of contact for a number of artists and will need to hold those relationships well through a busy festival period.

This will be a freelance part-time contract, based at Somerset House and working across London venues. It is preferable that you're London-based as the role may require extensive travel across the city.

Terms and Conditions

Term: 20 weeks, freelance short-term contract

- Ideally the role would begin on w/c 22 June 2026 (days to be decided)
- Final working week would be w/c 9 November 2026 (days to be decided)

Hours: 1 days per week in June, 2 days a week in July, 3 days a week in August; 4 days per week in September; going up to full time during October; going down to 2 days in November; to be discussed with post holder. Office hours are 10am to 6pm but evening and weekend work will be required during the festival period, planned with the Festival Producer.

Total Fee: £13,000 fixed / 65 days at a daily rate of £200 + Travel Card during the festival month of October.

Other Benefits: Complimentary tickets for all festival shows.

Job Description

Job title: Assistant Producer

Reports to: Senior Producer

Purpose of the role: To work with the Senior Producer on a project basis in assisting with the management and delivery of all Dance Umbrella Festival 2026 activity to the highest standard possible. To project manage and lead on certain activity as delegated.

Main responsibilities: Assistant Producer

- Support the delivery of the live and digital festival programme and associated contextual programme (workshops, talks, panel discussions, or artist development events).
- Play a key producing role in supporting the delivery of the Guest Curator strand, including day-to-day relationship management with the Guest Curator, artist liaison and logistics within the strand.
- Work alongside the Senior Producer in managing the requirements of artists during their time with Dance Umbrella, leading day-to-day liaison and keeping the Senior Producer informed.
- Coordinate and manage access and audience logistics across live and digital events for both artists and audiences.
- Plan and lead artist meet and greets, produce and distribute artist welcome packs, and manage accommodation, travel, transport and per diems.

- Plan and manage hospitality for festival artists, including management of the hospitality budget.
- Draft Letters of Agreement and Letters of Invite, support visa applications, and liaise with suppliers, all in coordination with the Senior Producer.
- Manage and maintain festival information documents, and act as primary point of contact for artists in case of emergency.
- Assist the Senior Producer with budget management including processing invoices, expense claims and receipts, and completing final reconciliation.
- Support the Senior Producer with the line management of the Festival Assistant, under the direction of the Senior Producer.
- Attend and minute all production meetings and the festival debrief meeting.
- To deputise for the Senior Producer and act as required in their absence.
- To be present at performances and other events as required during the festival season.
- Provide general support to the Senior Producer and undertake any other tasks related to delivering the festival that may arise.

Person Specification

Essential Skills, experience and attributes:

- Experience in performing arts production, with some experience of taking on coordinating or producing responsibilities.
- Experience of working directly with artists or touring companies, with a strong understanding of artist welfare and care.
- Good interpersonal and communication skills, with the ability to manage a range of working relationships across a team and with artists and external partners.
- Able to work independently and use initiative to problem solve, while knowing when to seek guidance from the Senior Producer.
- Budget management and invoice processing experience.
- Strong digital literacy, comfortable working across Microsoft Office programmes, digital content tools, and video conferencing platforms.
- Attention to detail and the ability to work calmly under pressure during a busy festival period.
- Good knowledge of London and getting around it safely.

Desirable skills experience and attributes:

- Knowledge of the UK and international contemporary dance scene.
- Experience of working within a curated or artist-led programme.
- Experience of digital performance production.
- Experience of event management across multiple venues.
- Language skills.

Access Information

Access information and further detail about the job are outlined below. This is to provide further clarity on what the role will entail and some factors that may impact the person applying. Dance Umbrella (DU) is committed to making reasonable adjustments and not to disadvantage anyone based on disability or access needs.

If you would like further information or have a more in-depth discussion, please contact Katie at KatieT@danceumbrella.co.uk

Travel

This year's festival will take place across many London venues. The AP will be required to travel to and work across these different sites using public transport. Travel to and from airports will also be required to pick up and drop off visiting international artists.

High Levels of Social Engagement

During the festival delivery period a large part of your working day will be spent working with and around other people. One of the main responsibilities involves being the first point of contact for the DU festival artists, most of which do not have English as their first language. The AP will also be collaborating with the staff team, other partner venue teams, volunteers and festival attendees.

Noise and light levels

Working across the different festival venues, the AP will be exposed to changes in noise and lighting levels, with frequent changes in environment. Some venues have a designated breakout / chillout space.

Working Hours and working pattern

Evening and weekend work will be required during the festival period. Early starts and late evenings do take place but working hours are adjusted for suitable breaks in between. The AP will attend company meals, which take place after performances to celebrate the festival artists.

The AP will mainly work in the office alongside the Senior Producer, Festival Assistant, Artistic Director and the Festival Technical Director. However, remote working can take place either from home or at festival venues.

Physical access at Somerset House

The Dance Umbrella office is located in the mid basement of Somerset House. Either a spiral staircase or a lift can be used to reach the mid basement. Please note that the ground outside Somerset House is made of cobblestone. Parking is not available on site.

Gender neutral and accessible facilities

The mid basement has two gendered bathrooms and one accessible facility. The public parts of the Somerset House building have some all gender facilities and some gendered facilities. There are further accessible facilities available throughout the building.

Your Application

To apply for this role please send the following to Katie at KatieT@danceumbrella.co.uk with the subject line APPLICATION FOR ASSISTANT PRODUCER:

- A **covering letter** (no longer than one side of A4 with font no smaller than Size 11) outlining your skills and experience and why you would be best suited to the role
- An **up-to-date CV** (no more than two sides of A4)
- The **names of two referees** (only contacted after seeking permission)

Video or Audio recordings between 2-3 minutes in length can be submitted instead of a covering letter. Please upload your recording to YouTube, Vimeo, Dropbox or Google Drive and share a link as part of your application.

We are particularly interested in answers to the following questions:

- **Why do you want to work with Dance Umbrella?**
 - *Please describe why you want to work at Dance Umbrella, and why you are interested in this role.*
- **Why do you think you are suitable for this role?**
 - *Please describe how your skills, knowledge and experience match the job outline, while also explaining your motivation and goals.*
- **What is your experience of managing a project or programme where you held producing or coordinating responsibilities?**
 - *Please consider the following:*
 - *What was your role and what did you own independently?*
 - *Where were the key things you needed to balance for successful delivery?*
 - *What was the outcome and what would you do differently?*
- **What is your experience of working with artists/performers?**
 - *Please tell us about a time when you worked directly with an artist or company. What did you need to understand about their needs and how did you support them to deliver their work? How did you navigate your responsibilities alongside the wider team around you?*

Please also complete the **Equal Opportunities form**, which you can find [here](#).

Deadline for applications: **10.00 BST, Wed 13 May 2026**

Interviews

Interviews will be held **Tuesday 2 June 2026 at Somerset House in London**. Second-round interviews, if required, will be on Friday 5 June 2026.

If you are unable to attend the interview in-person we will consider holding your interview remotely via video conferencing.

Ahead of the interview we will:

- Share a photo of the interview space
- Share the interview questions ahead of time

If you have further questions or for any access requests, please contact Katie Tucker at katieT@danceumbrella.co.uk

Dance Umbrella is committed to being a truly inclusive organisation - from our Trustees and team members to our audience and participants. We have a long-term visible commitment to represent the society we live and work in on stage, off-stage and backstage.

We particularly encourage applications from groups who are underrepresented in the cultural sector including disabled people and people from Black, Asian and Global Majority ethnic backgrounds. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.