



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: Ms C Williams

Job Title: Freelance Schools Artistic Lead

Location: Redruth, Cornwall On-site

Rate: £10,000 per annum fixed fee (not including workshop materials)

Duration: 1 year, with a potential option to extend.

Overview

We are seeking a dynamic and highly organised **Freelance Schools Artistic Lead** to engage and secure the participation of local schools in the Redruth Festival and Events programme. You will be responsible for building lasting links with local schools, designing and delivering inspiring workshops to create artistic outputs (including large scale structures and banners) that can be paraded by the children and young people as part of the festivals.

Our programme includes the following festivals and events: St Piran's Day, Murdoch Day, Victoria Fun Day, Youth Fest, International Mining and Pasty Festival, Redruth in Lights.

- International Mining and Pasty Festival (Saturday 12th September) - This festival does not have a parade however the schools are encouraged to participate in the community Pasty Make
- Redruth in Lights - (Saturday 5th December) - This involves an evening lantern parade and the Redruth Wassail
- St Piran's Festival (Saturday 6th March 2027) - Parade
- Murdoch Day (Saturday 12th June) - Largest town festival and involves a parade
- Victoria Park Fun Day – date tbc
- Youth Festival – date tbc

Key Responsibilities

- Secure participation and engagement from all schools across the Redruth parish to take part in the festivals and events
- Design and deliver inspiring and engaging workshops, which result in artistic outputs and structures that can be paraded
- Act as a key point of contact for schools for the annual Festival and Events programme
- Manage and maintain programme records, databases and reporting documents in accordance with Redruth Town Council standards, policy and process.

- Coordinate meetings, briefings and programme logistics.
- Take ownership of the development and growth of schools' participation in the Redruth annual festival and events programme, building relationships with schools and supporting engagement targets.
- Liaise between staff, stakeholders, external suppliers and local community groups as required.
- Ensure suitable accessibility measures are in place for all planned activity.
- In line with our climate change and plastic free status, be responsible for securing pro bono materials and resources which can be used as part of the artistic making process.

Requirements

- At least 5 years' experience as an arts practitioner in the creative industries, including experience of working with young people
- Experience of events and festivals
- Experience of building good rapport with multiple stakeholders.
- Ability to work independently and manage competing priorities.
- Excellent organisational and project coordination skills.
- Excellent communication, interpersonal skills, with the ability to remain calm under pressure.
- Strong grasp of health and safety regulations, and resource management.
- Self-starter with high emotional intelligence and meticulous attention to detail. A natural flair for ideas generation.
- Willing to undertake an enhanced DBS check
- Able to demonstrate a strong understanding of safeguarding responsibilities when working with children, young people, schools and community partners.

Safeguarding

The successful freelancer will be required to work in line with Redruth Town Council's safeguarding policies and procedures, as well as the safeguarding arrangements of participating schools and partner organisations. This role involves engagement with children and young people, so the appointed freelancer must be willing to complete an enhanced DBS check before commencing work, where required, and must immediately report any safeguarding concerns through the appropriate channels.

The freelancer will be expected to maintain appropriate professional boundaries, follow agreed supervision and attendance arrangements during school-based activity, and ensure that any workshop or event activity involving children and young people is planned with due consideration for safeguarding, inclusion, accessibility, health and safety, and risk management.

Freelance Terms

This is a freelance contract for services and does not constitute employment with Redruth Town Council. The appointed freelancer will be responsible for their own tax, National Insurance, pension arrangements and any other statutory obligations arising from their self-employed status.

The fixed fee for the contract is £10,000 per annum, excluding agreed workshop materials. Any additional expenses, materials or third-party costs must be agreed in advance with Redruth Town Council and will be subject to the Council's approval and procurement processes.

The freelancer will be expected to provide invoices in line with an agreed payment schedule and to hold appropriate insurance, including public liability and professional indemnity insurance where applicable. The freelancer must also comply with relevant Council policies, including safeguarding, health and safety, equality and diversity, data protection and confidentiality requirements.

How to Apply

Please send your portfolio, CV and covering letter explaining why we should consider you to hr@redruth-tc.gov.uk

Application Deadline: 27 July 2026

Interview Dates: 10th August 2026

Expected Start Date: 7th September 2026