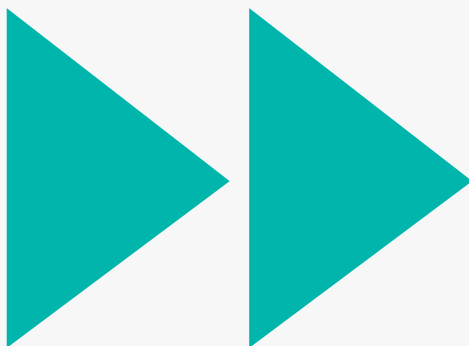


# INSERT FEMALE ARTIST



LITERATUR-  
FESTIVAL FÜR  
FEMINISTISCHE  
STIMMEN

## Ausschreibung: Produktionsassistenz (Werkauftrag)

**INSERT FEMALE ARTIST is an interdisciplinary literature festival for feminist voices.** After the successful first edition in 2019, the INSERT FEMALE ARTIST literature festival will once again open the (hybrid) doors of the Alte Feuerwache in Cologne from 23-26 September 2021 and invites you to experience contemporary feminist literature together with authors and artists. Over three days, as well as warm-up events beforehand with readings, talks, performances, dance, workshops and lectures, the festival community will enter into an artistic and exploratory exchange to look at the past and present situation of female-read authors and artists and to give feminist voices a stage.

### THE PRODUCTION ASSISTANCE

**INSERT FEMALE ARTIST is looking for a production assistant on a freelance basis from the end of July to the end of September.** You will work in a small team, closely together with the artistic directors, the production manager and the public relations department. During the festival, the team will expand to include numerous support staff, technicians and stage hands.

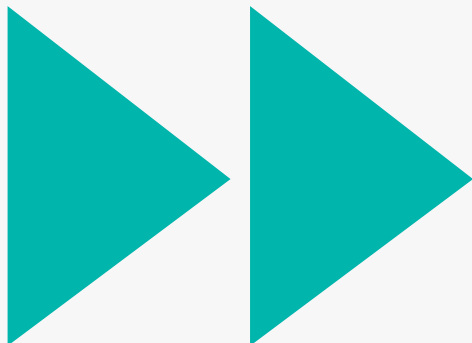
Your job will include time and personnel planning for the festival together with the production manager, the acquisition of offers for accommodation, catering and stage equipment, communication and travel planning with the artists, speakers and technical staff, as well as the coordination of the festival set-up and dismantling. The project will be realised in Cologne and will involve an average of 15 hours of work per week or approx. 150 working hours in total. In addition, we can very well imagine a longer-term cooperation in production management.

You have already gained experience in the organisation/production of cultural events, work independently, have basic knowledge in the areas of bid acquisition, budgeting, team coordination and time planning, and are sensitive to artistic processes. You have a place to live in Cologne or the surrounding area.



23.-  
26.09.21

# INSERT FEMALE ARTIST



We want to reflect the social diversity of Cologne and NRW in our festival and promote the exchange of different perspectives, experiences and knowledge. Therefore, we welcome applications from people of colour, who identify as trans and/or non-binary as well as people with disabilities. Age, religion and educational attainment should also not be barriers to entry.

**The deadline for applications is 16 July 2021, with interviews taking place via Zoom on 19 & 20 July mornings.**

**Please send your application with relevant references by e-mail to: [jascha.sommer@insertfemaleartist.de](mailto:jascha.sommer@insertfemaleartist.de).**

Please do not hesitate to contact us if you have any questions!