

BOOKED

Lo-fi in the library

Junior Assistant
Producer

Application Pack

About Us

Suffolk Community Libraries employs around 400 people and operates 45 library branches and three mobile libraries which visit hundreds of rural stops across the county.

On top of the traditional book lending service, Suffolk Community Libraries has a range of other services, including:

- A community wellbeing service, providing drop-ins, reading lists and signposting to help people with their health and wellbeing
- An extensive free eLibrary, including music, eBooks, eAudio books, eMagazines and newspapers Free computer access and Wi-Fi in every library
- Hundreds of activities including fun storytimes and singing for under-fives and social groups for older people – plus many more events and opportunities to have fun or learning something new.

Suffolk Community Libraries has NPO (National Portfolio Organisation) status with Arts Council England funding, with programmes promoting libraries as creative spaces.

suffolkcommunitylibraries.co.uk

About Booked

Blending live music with literary heritage.

Are you aged 18 – 25, passionate about music, and ready to bring bold, live experiences to unexpected spaces? Suffolk Community Libraries is inviting new creatives to shape, deliver, and perform a series of mini lo-fi gigs set within the warm familiarity of our libraries in Ipswich and Haverhill – blending live music with literary heritage.

We're offering paid **Junior Assistant Producer** roles as part of this project, alongside opportunities to volunteer, perform, and get involved behind the scenes.

This project is backed by Youth Music, thanks to the National Lottery via Arts Council England.



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About the Junior Assistant Producer role

- **Commitment:** Total of 12 days from January – June 2026
- **Location(s):** Ipswich County Library or Haverhill Library
- **Fee:** Suffolk Community Libraries will pay £150 per day to each Junior Assistant Producer (£150 x 12 days = £1800 total)
- **Application deadline:** Monday 17 November at 17:00

What you will do

- Work as part of a team of 4 x Junior Assistant Producers at either Ipswich County Library or Haverhill Library to curate six live music events.
- Get hands on experience with event planning, sound engineering, artist liaison, marketing and media production.
- Collaborate with peers, industry professionals, library staff, musicians and artists.
- Reimagine the library space for events - creating welcoming, vibrant spaces for music lovers and new audiences.
- Develop, maintain and host a dedicated digital platform to spotlight the project and platform talent.

Benefits & what to expect

- Payment for your time and contribution
- Training and support
- Guidance on setting up as a freelancer
- Real experience that could launch your career
- A chance to develop your skills in all areas of digital, content and event production
- Opportunities to grow your professional and peer network
- Lunch or dinner provided on your working days
- Travel expenses to and from the library will be covered



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Who are we looking for?

This opportunity is ideal for anyone aged 18 – 25 with an interest in gaining experience in the creative industry.

We welcome a range of applicants, and you do not need formal qualifications to apply. You could have no experience, you could be a self-taught creative, or a student in education.

We're particularly motivated to work with individuals who are underrepresented in the sector and/or come from low-income backgrounds.

If you identify with the above and are passionate about music & media, we want to hear from you!

Locations

- Ipswich County Library, Northgate Street, Suffolk, IP1 3DE
- Haverhill Library, Camps Road, Haverhill CB9 8HB

We will be recruiting two cohorts of four to each library location, with the two cohorts meeting throughout the project to share learning and exchange ideas.

Applicants are welcome to attend events at the other cohort's location, though this will be in a voluntary capacity.

We are unable to offer a fee for attending events that you are not contracted to work as part of the project. However, if you're interested in supporting or attending events at the other location, we can cover your travel costs to and from the library.

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Duration

Junior Assistant Producer's will be paid to work a total of 12 days on the project between January – June 2026, mainly working on weekdays during half-term and holiday periods, although some working days will happen outside of the holidays. Please see overleaf for a list of key project delivery dates which all applicants must be available for.

Hours

Your working hours will vary and will cover morning, afternoon and evenings.

Fee

£150 day fee x 12 days = £1800 total.

- 3 x days of onboarding/training in January (9.30am - 5.30pm)
- 2 x half-days of event planning in January (1pm – 5.30pm)
- 6 x days of work at your base library on event delivery days throughout Spring (2pm – 10pm).
- 3 x half-days of planning/reflections (1pm – 5.30pm)
- 1 x half-day to evaluate and wrap up the project in June (1pm – 5.30pm)



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Please note: This is a freelance role, and the fee offered is gross, meaning it does not include tax, National Insurance contributions, or other deductions. As a professional freelancer, you'll be responsible for managing these yourself throughout your working life.

You do not need to be registered as self-employed when you first apply for the Junior Assistant Producer position on the Booked project. We completely understand that, if you are just starting out in the world of work, you may not have had the chance to set this up yet. It takes time to learn these things, and we're here to help.

We'll support you through the onboarding process and guide you in setting up the key elements of freelance work, such as registering as self-employed, arranging insurance, and applying for a DBS check, where required.



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Key project dates 2026

If you are applying for a Junior Assistant Producer role, you must be available on the following dates in 2026:

January

Welcome Week and Planning Sprint - 5 days of introducing the project, covering the basics and getting to know your new team. Plus 2 days of supported planning at the end of the week to select performing musicians and bring you and your teams' ideas to life.

- Monday 26 January, 9.30am - 5.30pm
- Tuesday 27 January, 9.30am - 5.30pm
- Wednesday 28 January, 9.30am - 5.30pm
- Thursday 29 January, 1.00pm - 5.30pm
- Friday 30 January, 1.00pm - 5.30pm

February (half-term)

- Tuesday 17 February – Delivery of Booked event at Ipswich County Library (1/6)
- Wednesday 18 February – Delivery of Booked event at Haverhill Library (1/6)
- Thursday 19 February – planning/reflections (half-day)

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March – April (Spring Easter holiday)

- Monday 30 March – planning/reflections (half-day)
- Tuesday 31 March – Delivery of Booked event at Ipswich County Library (2/6)
- Wednesday 1 April – Delivery of Booked event at Ipswich County Library (3/6)
- Thursday 2 April – Delivery of Booked event at Ipswich County Library (4/6)
- Tuesday 7 April – Delivery of Booked event at Haverhill Library (2/6)
- Wednesday 8 April – Delivery of Booked event at Haverhill Library (3/6)
- Thursday 9 April – Delivery of Booked event at Haverhill Library (4/6)
- Friday 10 April - planning/reflections (half-day)

May (half-term)

- Friday 22 May - Delivery of Booked event at Ipswich County Library (5/6)
- Tuesday 26 May - Delivery of Booked event at Ipswich County Library (6/6)
- Wednesday 27 May - Delivery of Booked event at Haverhill Library (5/6)
- Thursday 28 May - Delivery of Booked event at Haverhill Library (6/6)

June

- Thursday 4 June – end of project evaluation meeting

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How to apply

To apply to be a Junior Assistant Producer on this project, please complete the application form on the Suffolk Community Libraries website.

Recruitment timeline

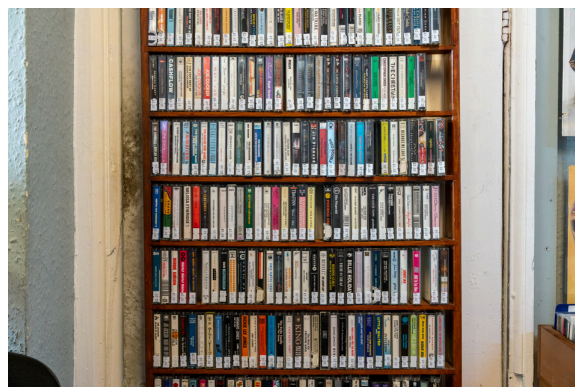
If you are applying for a Junior Assistant Producer position on the Booked project, you must be available for recruitment on the following dates in 2025:

- **Applications open:** 9am on 17 October
- **Applications close:** 5pm on 17 November
- **Interviews:** Taking place on 2, 3, 4 & 5 December
- **Candidates notified:** Before or by 5pm on 12 December.

If you have any problems with this form or would like to enquire about submission in an alternative format, email: libraries.arts@suffolk.gov.uk



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Our Partners



Youth Music is a charity that funds and supports music projects and young creatives in the UK.



HAC is a community-focused arts venue offering a wide range of performances, cinema, workshops and local history, with regular events almost every day and inclusive offers like tailored show suggestions and exclusive ticket deals.



Brighten The Corners is a youth-focussed not for profit organisation based in Ipswich that uses live music and industry skills training to empower and improve lives in our region.

Our Partners



Suffolk
New
College

Suffolk New College offers courses for school leavers, adults, apprentices and inclusive learning in Ipswich, rural and coastal locations.

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INTRODUCING...
SUFFOLK & NORFOLK

BBC Introducing Suffolk & Norfolk shares the best under-the-radar musical talent in Suffolk and Norfolk.



Out of Time Records is a second-hand record store located in Ipswich.