

The Big One Hundred – Artist Liaison

Artist Liaison Brief

If you need this pack in a different format, please contact our Admin & Finance Assistant jamie@triggerstuff.co.uk or phone 0117 403 4260.



The Big One Hundred

ABOUT THE BIG ONE HUNDRED

To mark 100 years of A.A. Milne's *Winnie-the-Pooh* stories, Ashdown Forest, home of the original Hundred Acre Wood, is partnering with Trigger in summer 2026 to deliver The Big One Hundred.

Trigger is creating a new story for Ashdown Forest that uses imagination, play and storytelling to encourage a deeper connection to nature, and to care for this landscape of environmental and cultural significance for the next 100 years.

At the heart of the project is the appearance of a new, playful creature, who will be discovered through a series of outdoor 'sightings' across the Forest.

The project launches with a two-day Explorer festival experience for families at Ashdown Forest. Visitors are invited to explore a series of activity zones, take part in nature-based workshops, games and storytelling, and follow clues as they search for signs of the creature.

Throughout the experience, families will be encouraged to take part in playful exploration challenges, collecting clues, completing activities and earning 'explorer badges', while keeping watch for sightings of the mysterious creature as it moves through the landscape.

Role Overview



The Artist Liaison plays a key role in delivering a welcoming, well-organised and supportive experience for the artists, facilitators, performers and storytellers taking part in *The Big One Hundred*.

Working closely with the producing team, the Artist Liaison will be the main point of contact for programmed participants on site, helping ensure workshops, performances and activities run smoothly across the Explorer Festival experience.

This is a practical, people-focused role suited to someone who is calm under pressure, highly organised and confident working in outdoor event environments with artists, families and children.

The successful candidate will help create a positive and collaborative atmosphere for all contributors, ensuring they feel informed, supported and fully equipped throughout the event.

Key Responsibilities:

Prep:

- Establish and maintain communication with all programmed artists, facilitators, performers and workshop leaders
- Gather and confirm workshop/activity material and equipment lists from all contributors and identify any specialist requirements, access needs or logistical considerations for each activity
- Ensure all contributors are aware of what will and will not be provided on site
- Distribute key event information including:
 - Call times
 - Site access and arrival instructions
 - Parking/travel information
 - Contact details for key team members
 - Site maps and activity locations
 - Event schedules and timings
 - Health & safety and safeguarding information
- Confirm final schedules and participation details with contributors ahead of the event
- Assist in creating artist briefing packs, signage or operational documents where needed
- Attend meetings with Trigger as required in the lead-up to the event
- Contribute to the preparation of a welcoming and well-organised artist experience on site

Delivery:

- Welcome artists, facilitators, performers and workshop leaders on arrival to site
- Act as the primary on-site contact for programmed contributors during event delivery
- Support artists with set-up, orientation and practical needs throughout the day
- Ensure workshop and activity spaces are appropriately prepared and maintained
- Monitor and replenish workshop materials, consumables and equipment as required
- Coordinate schedules, breaks and transitions between activities
- Troubleshoot practical or logistical issues quickly and calmly



- Liaise with production, technical and front-of-house teams to support smooth event operations
- Assist with basic site dressing, signage and activity preparation where needed
- Help maintain a safe, inclusive and welcoming environment for children, families and artists
- Support the collection and organisation of activity resources before, during and after the event
- Assist with pack-down and resetting of spaces across the programme period
- Communicate clearly and professionally with a wide range of creative practitioners and stakeholders

Essential Skills:

- Excellent interpersonal and communication skills
- Experience supporting artists, facilitators or performers within events, festivals, arts or community settings
- Strong organisational skills and attention to detail
- Ability to manage multiple tasks and respond flexibly in a fast-paced environment
- Comfortable working outdoors in varied weather conditions
- Practical, proactive and solution-focused approach
- Ability to work independently and as part of a collaborative team
- Experience supporting family-friendly, participatory or outdoor events
- Confidence handling materials, resources and basic logistical coordination
- Enthusiasm for creativity, play, storytelling and nature-based experiences
- Understanding of safeguarding and inclusive practice when working with children and families

Desirable Skills:

- Experience working on outdoor arts festivals, immersive events or site-responsive performance projects
- Knowledge of participatory arts or nature-connection practice
- Experience coordinating workshop materials or activity supplies
- First Aid qualification
- Full UK driving licence
- Experience working with volunteers or freelance artists
- Familiarity with Ashdown Forest or environmentally sensitive outdoor sites
- Background in arts administration, stage management, event coordination or community engagement
- Interest in children's creative learning, folklore, environmental storytelling or playful facilitation

LOCATION

Event delivery:

Ashdown Forest, Wych Cross, Forest Row,
RH18 5JP



Tour Location 1:	Sheffield Park and Gardens, Uckfield, TN22 3QX
Tour Location 2:	Herstmonceux Castle, Wartling Road, Hailsham, East Sussex, BN27 1RN
Planning and preparation:	Remote working / own studio

TIMELINE

Application deadline: Applications will remain open until the position is filled.

3 days prep ahead of delivery in July/August

Live Event at Ashdown: 18th-19th July 2026

Sheffield Park and Gardens: 1st August

Herstmonceux Castle: 22nd August and 23rd August

FEE:

This role will include 2 days prep and 5 days of delivery at £180 a day.

Total Fee: £1260

HOW TO APPLY

Please send the following to lea@triggerstuff.co.uk with the subject line "The Big One Hundred Artist Liaison":

- CV
- Cover Letter
- Two Referees

Please also include:

- Parking requirements (if applicable)
- Whether you are available for all Explorer event dates, or specific dates (please list)
- Where you are based

Please note that you must be based within 25 miles of the Ashdown Forest Centre and have a drivers licence and access to a car.



TRIGGER

ABOUT TRIGGER



PoliNations Trees by Trigger, at Shangri-La Glastonbury Festival 2025, captured by Giulia Spadafora

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do. Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent.

Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.

We are motivated by social and ethical issues, we explore often taboo or difficult issues in light, fun and joyful ways. We care more about the impact of the work on the audience than we do about fitting into a particular art form.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is located in the village of Blagdon in The Old Post Office, North Somerset.

Registered Charity Number: 1194328

www.triggerstuff.co.uk

EQUAL OPPORTUNITIES



Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.