



JOB DESCRIPTION

PRODUCER (Community and Engagement) ARTS TRUST PRODUCTIONS

Job Title	Producer (Community and Engagement)
Terms of contract	5 days a week, this role requires working at events across London and Tendring. Some evening and weekend work will be required. Please note there are a lot of full weekend commitments between the end of June through to the end of September, annually. Overtime compensated with time off in lieu.
Salary	£28,000 - £30,000 depending on experience
Responsible to	Executive Director
Responsible for	Freelance artists and facilitators, Community Assistants, Interns and panels.
Start Date	ASAP
Pension	3% Employee / 5% Employer
Location	Flexible working from home with 2 days a week working in Canary Wharf.
Probation	The post has a three month probationary period. In the event of unsatisfactory performance during your probationary period your contract may be terminated with one week's notice.

This role is generously supported by the National Lottery Community Fund and Go! London.

ABOUT ARTS TRUST PRODUCTIONS

Established in 2012, Arts Trust Productions are specialists in presenting culture in public spaces, via co-designed partnership with local communities and businesses. We target low socio-economic and marginalised communities working towards four theories of change: reducing loneliness and isolation; increasing communities' sense of belonging and place-making; increasing health and emotional wellbeing; and supporting individuals careers via opportunities and skill development.

As quoted in the Camden New Journal, we want our work to be 'diverse & inclusive'. The creation of world-class art is at the core of our mission, embodying fresh and original ideas that resonate nationally. Understanding our audiences - both actual and potential - is fundamental in shaping our artistic plans and commissions, ensuring they connect deeply and meaningfully. By harnessing the transformative power of art and culture, we aim to drive systemic change. Our approach is not just about expanding our reach; it's about strengthening community bonds, promoting inter-sectoral partnerships, and catalysing profound cultural transformations through targeted educational initiatives, strategic advocacy, and dynamic cultural collaborations.

King's Cross Summer Sounds, 2023



Our Values

- **Community Empowerment and Inclusivity:** We are committed to empowering communities, especially those that are low socio-economic and marginalised, by fostering inclusivity and participation in cultural projects. Our aim is to reduce loneliness and isolation, enhance a sense of belonging, and create vibrant public spaces through co-designed partnerships. By valuing diverse voices and ensuring everyone feels included, we make art accessible and relevant to all.
- **Wellbeing and Transformation through Art:** Believing in the transformative power of art, we dedicate ourselves to enhancing health, emotional wellbeing, and career opportunities through the arts. Our work is rooted in the conviction that culture and creativity can catalyse personal and communal growth, leading to meaningful systemic change. By prioritising the creation of world-class, resonant art, we aim to uplift individuals and communities alike.
- **Innovation and Excellence in Artistic Creation:** At the heart of our mission lies the pursuit of fresh, original ideas that challenge the status quo and inspire national engagement. Our commitment to innovation drives us to commission and present art that is not only of the highest quality but also reflective of our diverse society. By understanding our current and potential audiences, we ensure our artistic endeavours are both relevant and pioneering.
- **Collaboration and Strategic Partnerships:** Recognising the strength in unity, we actively seek and cultivate inter-sectoral partnerships that amplify our impact. Through collaborative efforts with local communities, businesses, and other cultural institutions, we aim to strengthen community bonds and foster cultural transformations. Our approach goes beyond expanding our reach; it involves strategic advocacy, educational initiatives, and dynamic cultural collaborations to achieve profound and lasting effects.

PURPOSE OF ROLE

The Producer (Communities and Engagement) will take a leading role in our participation initiatives, steering our efforts in line with our four theories of change during a period of significant growth and relationship building throughout London and Tendring. We are on the lookout for an individual who is both dynamic and passionate, tasked with developing, producing, and delivering with freelancer practitioners, our strands of community engagement. This position collaborates closely with the Executive Director to bridge our artistic endeavours with community participation, ensuring a unified approach across all our programmes.

Embracing a strategy centred around individuals, this position focuses on developing community initiatives that promote a sense of ownership, improve wellbeing, and connect meaningfully with the varied communities we engage. With our existing projects providing a foundation, we encourage the chosen candidate to initiate and co-create new projects in partnership with both our community and organisational partners.

Example of our current projects:

[Summer in the Park](#) - Funded by the National Lottery Community Fund, this is a series of community festivals and activities across the Royal Borough of Greenwich & London Borough of Bexley. Annually, we co-design 10 events with our local community and business partners to celebrate the hyperlocal cultures in one day events / festivals. Your role in this programme will be to build strong links with the local community, build new partnerships, and co-programme community involvement into these festivals.

[Hidden Carers Programme](#) - This programme is currently in partnership with the BBC, Sadler's Wells, Universal Music, King's Cross, & Peabody. It opens access to anyone who would like to gain more information about the off screen and stage career opportunities in the creative industries. Early or mid-career individuals can engage in a programme of workshops, talks, digital content, and in the long term, internships with our partner organisations. Your role in this will be to develop the full programme of activity, build community and corporate partnerships, and oversee the delivery and evaluation.

[Health and Well-Being Programme](#) - This is our cross-cutting programme delivered alongside all of our festivals. For example, the delivery of participation activity such as short term community choirs for a bespoke theatrical production designed for member of the Profound and Multiple Disabilities community in partnership with Frozen Light and Kings Place, or the development of same sex tango classes at The Place in partnership with Queer Tango London, leading towards mass Milonga's at Kings Cross Summer Sounds, or our Tai Chi and Tango Classes in the Heart of Greenwich Park and in our Summer in the Square festival. A programme that you can develop and expand in a new direction, while addressing our core theories of change for our communities.

MAIN DUTIES & RESPONSIBILITIES

Community and Partnerships

- Build and maintain strong, collaborative relationships with local communities, business partners, and key stakeholders to support the delivery of our community engagement initiatives.
- Identify and engage new community and organisational partners, fostering relationships that align with our mission and expand our reach.
- Work closely with partners to co-design and co-programme events and activities that reflect the cultural diversity and needs of the communities we serve.
- Serve as a liaison between the organisation and its partners, ensuring open communication and mutual support for shared goals.

Project Development and Delivery

- To work with the Executive Director and Production Managers to maintain an overview of all activity, schedules, budgeting, delivery and staffing requirements.
- Lead the planning, co-design, development, and execution of community engagement projects, including the Summer in the Park community programme, Hidden Carers Programme, and our Participation Programme across our festivals, ensuring they align with our four theories of change.
- Coordinate with freelancers and other practitioners to develop and deliver high-quality, impactful community activities and events.
- Manage project timelines, budgets, and resources effectively, ensuring the successful delivery of each initiative.
- Oversee all logistical aspects of project delivery, from initial planning stages through to execution and post-event follow-up.
- To prepare and process contracts, risk assessments and maintain budgets with the Executive Director.

Research, Evaluation, and Learning

- Conduct ongoing research to identify community needs, interests, and trends that can inform project development and enhance engagement strategies - running community panels and focus groups.
- Working with our research partner Sidney De Haan Research Centre for Arts and Health, design and implement evaluation frameworks for all projects, capturing data on participation, impact, and outcomes to assess effectiveness against our theories of change.
- With our research partner, analyse evaluation data to generate insights and learnings, sharing findings with the team and wider organisation to inform future projects.

- Stay abreast of best practices in community engagement and participation, incorporating innovative approaches and methodologies into our work.

General

- Collaborate closely with the Executive Director and other team members to ensure a unified approach across all programmes, aligning artistic endeavours with community participation.
- Contribute to the strategic planning and direction of the organisation's community engagement efforts, advocating for the inclusion of diverse voices and perspectives.
- Participate in organisational meetings, workshops, and events, representing the interests and achievements of the community engagement portfolio.
- Provide regular updates and reports to the Executive Director and relevant committees or boards, highlighting progress, challenges, and opportunities for growth.

PERSONAL SPECIFICATION

Essential Criteria:

Educational Background:

- Demonstrated education or relevant experience in Arts Management, Community Development, Cultural Studies, or a related field.

Experience:

- Proven experience in community engagement, arts production, or event management.
- Demonstrated success in developing and delivering community-driven projects and events.
- Experience in building and maintaining partnerships with a variety of stakeholders, including community groups, businesses, and funding bodies.
- Prior involvement in projects targeting marginalised communities or working within diverse cultural contexts.

Skills and Abilities:

- Excellent project management skills, with the ability to oversee multiple projects simultaneously from conception through to evaluation.
- Strong interpersonal and communication skills, capable of fostering relationships and engaging with a wide range of stakeholders.

- Creative thinker with the ability to devise and implement innovative approaches to community engagement and participation.
- Proficiency in research and evaluation methods, with a knack for using insights to inform project development and improvement.
- Financial acumen, including budget management and funding application experience.

Personal Qualities:

- A commitment to diversity, inclusivity, and the transformative power of the arts.
- Dynamic and passionate about community empowerment and the arts.
- Ability to work flexibly, adapt to changing priorities, and maintain high levels of motivation.
- A collaborative team player who can also work independently.

Desirable Criteria:

Knowledge and Understanding:

- Deep knowledge of the arts and cultural sector, particularly in relation to community engagement and public participation.
- Awareness of the socio-economic challenges facing marginalised communities and an understanding of how the arts can address these issues.

Experience:

- Experience in securing funding and managing budgets from diverse sources, including public, private, and philanthropic.
- Practical experience in using digital tools and social media to engage communities and amplify project impact.

The ideal candidate for the Producer (Communities and Engagement) role will be someone who not only meets the essential criteria but also demonstrates a genuine passion for making a difference through the arts. They will have a track record of innovative project management and the ability to inspire both their team and the communities they serve.

Apprenticeship CPD Opportunities

We will support you to undertake an apprenticeship training programme, if you choose to, we have identified the following programmes that we would like to support the successful candidate in, and this can be discussed further in your interview: Corporate Responsibility & Sustainability Practitioner; Business Administration; Cultural Learning and Participation Officer.

How to apply

Please apply in writing with a CV of no more than 2 pages detailing two referees, and a cover letter which should explain why you are applying for the position and how you meet the requirements set out in the person specification and job description.

Please complete the Equality and Diversity Monitoring form here:

<https://forms.gle/FtcpRk4vypNLznGq5>

Please email your application to: HumanResources@artstrust.co.uk

You will receive an acknowledgement email from us to confirm we have received this. We will then contact you again after the closing date to confirm if we will be inviting you to an interview.

- Deadline: Friday 15th March 2024, 5pm
- Shortlisted candidates will be contacted by email.
- Interview Date - Tuesday 26th March 2024 - at 30 Churchill Place, Canary Wharf.

Arts Trust Productions champions and promotes diversity and access across all our activities and our workforce. We are committed to equality of opportunity and encourage applications from individuals currently underrepresented in the arts. We look forward to hearing from you