



## **Producer (Corby)**

**We are looking for an exceptional individual to deliver the Corby CPP programme, which includes a range of activities, events, performances, exhibitions, artist residencies and festivals, through a model of community-led commissioning and programming. You'll have experience of producing arts projects, be confident in working with the community and passionate about engaging new audiences.**

**This is a fixed-term role from the end of May 2020 to January 2021 to cover maternity-leave.**

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### **About Us**

Made in Corby is the Creative People & Places (CPP) programme for the boroughs of Corby and Wellingborough, in Northamptonshire. CPP is about more people taking the lead in choosing, creating and taking part in art experiences in the places where they live. There are 30 independent projects, each located in an area where people have traditionally had fewer opportunities to get involved with the arts. See [www.creativepeopleplaces.org.uk](http://www.creativepeopleplaces.org.uk) for further details.

We are a community-led arts programme which produces events and activities designed to surprise, delight and inspire local people. The programme aims to inspire more local people than ever before to take the lead in experiencing, creating and taking part in high quality arts and cultural activities. Through conversations with local people and community decision-making panels, Made In Corby puts local people at the heart of commissioning artists and producing new and exciting events.

We have been delivering activity in Corby since 2014, and thanks to new investment from Arts Council England, are currently planning to expand delivery to cover nearby Wellingborough. After a period of consultation with the local community, the Wellingborough programme will launch with a family festival in July 2020, under a new name to cover both locations. We have investment secured from Arts Council England to run programmes in both locations until 2023.

We are hosted by Groundwork Northamptonshire, who work with the consortium to lead the programme. The consortium currently includes The Core at Corby Cube, Corby Community Arts, Greatwell Homes, KHL Big Local and Teamwork Trust. Groundwork Northamptonshire work with, and for communities in Northamptonshire to create better places to live and work. Working to improve the quality of life for people and the places where they live, with a focus on the most disadvantaged areas and communities in greatest need, Groundwork Northamptonshire works across 3 programme areas; environment, young people and community.

From our beginnings in 2014 to the end of December 2019, we have held 1265 activities and events, including workshops, performances, festivals and consultations. These have enabled over 120,000 engagements with the arts.

We are creating new audiences for art in Corby – according to postcode analysis from The Audience Agency, 60% of our people that engaged with the programme in 2018 were from the places of lowest engagement with the arts (up from 37% in 2014 and 49% in 2015). For all three of our signature commissions, over a third of bookers had not previously attended an event at the local theatre. For our final signature commission in 2016, new musical Danny Hero, audience survey data shows that 52% of the respondents had not attended arts activity in the previous 12 months. At our second Grow Festival in summer 2019, 65% of surveyed audiences were from the areas of lowest engagement and since 2014, 33% of audiences have a long-term disability or illness.

We are leading the way in enabling local communities to engage with art, make decisions about what activities take place and the artists that create them. 9156 people have been consulted through our community conversations and around 1218 local people have been actively involved in making decisions about our programme, from deciding the repertoire performed by the Royal Philharmonic Orchestra and choosing our new musical, to joining community panels that choose which local projects to support and producing extraordinary arts projects.

Our programme consists of the following types of activities:

**FLAGSHIP PROJECTS** Led by consultation, and overseen by a community panel, these are large events, such as outdoor festivals and significant artist commissions, that are developed with multiple partners.

**WORKSHOPS** Regular sessions delivered by professional artists, offering an accessible, regular opportunity to participate.

**COMMISSIONS** Small-scale commissions for artists, selected by our community panels, to co-create work with local people.

**INSPIRATION EVENTS** Allowing us to take advantage of opportunities to bring exciting new work to our area, we programme cultural activities into community settings.

**BIG DAYS OUT** Go See trips to inspire people with great art that is happening elsewhere.

**CULTIVATE** Our programme of support, advice and small-scale commissioning for anyone (community groups and artists) planning to deliver arts activities that engage the local community.

For more information about our work visit [www.madeincorby.co.uk](http://www.madeincorby.co.uk)

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## The Role

To develop and deliver the Corby CPP artistic programme with the support of other key staff including Programme Director, consortium, volunteers and community partners.

During this contract, the Producer will work on the following:

- Connecting Corby: Supporting the Community Engagement Co-ordinator will the delivery of 3 mini-commissions in community centres.

- Fun Palaces: Leading on the delivery of a Fun Palace event with Corby Library.
- Workshop Programme: Leading on our workshop programme, including a summer holidays young people's project.
- Programme Development: Working with our key community partners to develop new programmes of work, preparing funding applications where needed and putting in place community-leadership models.
- Cultivate: Advising a range of local artists and groups, including our cohort of Associate Artists, on the delivery of projects in Corby.

### **Specific Duties and Responsibilities**

- Work with community panels to commission and programme arts activities, enabling local people to take the lead in decision-making through a range of approaches.
- Be responsible for all aspects of project management, including practical arrangements, contracting, obtaining relevant licenses and permission, health and safety, with support from the Community Engagement Coordinator (Corby)
- Work with the Community Engagement Coordinator (Corby) to ensure that event action plans are created and maintained for each strand of activity.
- Reporting regularly to the Programme Director, manage areas of the Corby CPP Programme artistic budget, keeping accurate records and liaising with the Groundwork Northamptonshire finance team.
- Managing relationships with artists, from the initial point of recruitment (through a combination of open-calls and targeted approaches), through contracting and project management to evaluation.
- Work with the Marketing Manager to ensure that all activities are publicised in an appropriate, exciting and timely fashion.
- Work with the Marketing Manager and Community Engagement Co-ordinator (Corby) to ensure that methods of data collection are integrated into all project plans.
- Be responsible for legal compliance of all activities, completing risk assessments and making any necessary adjustments.
- Recruit and manage event volunteers as necessary.
- Advise local artists and community groups on project planning, management and compliance.
- Contribute to the development of new funding applications and evaluation reports where appropriate, leading on small-scale fundraising in collaboration with the Programme Director.
- Ensure that all activities are as accessible as possible, in line with the programme's Equality Action Plan.
- Ensure that all activities, and back-office functions, are as environmentally-friendly as possible, in line with programme's climate emergency pledge.

### **General**

- Participate in Corby CPP Programme meetings and events as required
- Attend relevant training as and when required
- To positively represent Corby CPP Programme at events
- To ensure that the relevant Groundwork Northamptonshire policies and procedures are adhered to at all times.
- Any other duties appropriate to the post, Corby CPP Programme and Groundwork Northamptonshire.

We will require the successful candidate to apply for a DBS check.

## Terms

**Location:** Made in Corby offices, Corby Town Centre. Whilst remote working will be considered, we will expect the Producer to be in the office at least one day a week.

**Fee:** £9000, based on a rate of £150 per day for 60 days spread equally over the period. This may be increased by £1800 (12 days), dependent on the outcome of a funding application.

**Contract length:** We would like the Producer to start mid-May to enable a handover with the current Producer. We expect the contract to run until the middle of January 2021.

The appointment will be made to an organisation or as a freelance contract, the organisation/practitioner having the status of a self-employed person responsible for all tax liabilities and National Insurance or similar contributions. This contract will be issued by Groundwork Northamptonshire.

**Deadline for applications:** 9am Monday 30<sup>th</sup> March

### To apply:

Please send the following to [info@madeincorby.co.uk](mailto:info@madeincorby.co.uk)

- A current CV
- A covering letter outlining your relevant experience
- Contact details for 2 referees whom we can contact as part of the process

For an informal discussion about the role, please email [info@madeincorby.co.uk](mailto:info@madeincorby.co.uk) to request a call back from call Helen Willmott, Programme Director or Vicky Frayard, Producer (Corby) as the office is currently unmanned with staff working from home.

**Made in Corby is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community. In support of this, we have an access budget available to disabled artists delivering aspects of our programme. If you require additional support to complete this contract, please outline these in your application. Any such requests will not affect the outcome of our decisions. If you require additional support in making an application, or would like this information in an alternative format, please email [info@madeincorby.co.uk](mailto:info@madeincorby.co.uk) or contact Tom on 07923 221759 as our office is currently unmanned with staff working remotely.**