



Producer (Wellingborough)

Title of post: Producer (Wellingborough)

Accountable to: Programme Director

Hours: 3.5 days per week including evenings and weekends when required (26 hours per week)

Location: Groundwork Northamptonshire, Wellingborough town centre

Supervision of: Community Engagement Co-ordinator (Wellingborough), Programme Apprentice (Wellingborough), project staff, artists, volunteers and interns as appropriate

Salary: £28,000 pa pro rata

Start Date: mid-May 2020

Deadline for applications: 9am Monday 30th March

Interview date: Tuesday 7th April

To apply: Complete the Groundwork Northamptonshire application form and return to info@madeincorby.co.uk. CVs will not be accepted.

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

This post is employed by Groundwork Northamptonshire.

We are committed to equal opportunities and are actively working to increase diversity across all areas of the programme. As such, we welcome applications from all sections of the community. If you require additional support in making an application, or would like this information in an alternative format, please email info@madeincorby.co.uk or contact Tom on 07923 221759 as our office is currently unmanned with staff working remotely.

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 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, is 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.

The Role

Working as part of a small team, you will manage the delivery of the Wellingborough CPP artistic programme, which includes a range of activities, events, performances, exhibitions, artist residencies and festivals, through a model of community-led commissioning and programming.

Primary Purpose

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

Specific Duties and Responsibilities

- To develop and implement Wellingborough CPP Programme's artistic programme, working with the Programme Director to devise the programme based on consultation, local insight and data analysis.
- Develop partnerships with a range of local community groups, voluntary sector organisations and statutory bodies to ensure that programme activity reaches the broadest section of the community, particularly aimed at those least likely to attend traditional cultural activities, including low income families, BAME communities and older people, alongside those living in our target postcode areas.
- Develop relationships with artists and cultural organisations both locally and nationally, and connect these to the local community, to enable the co-creation and community-led programming of high quality cultural experiences and maximise opportunities for Wellingborough to participate in national programmes.
- 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 (Wellingborough)
- Work with the Community Engagement Coordinator (Wellingborough) to ensure that event action plans are created and maintained for each strand of activity.
- Reporting regularly to the Programme Director, manage the Wellingborough 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.
- With the Programme Director, develop the Wellingborough CPP Programme artistic programme keeping up to date with local, national and international artistic developments and trends and seeking out new opportunities for excellent artists to work with the local community.
- 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 (Wellingborough) to ensure that methods of data collection are integrated into all project plans.
- Work with the Programme Director to devise and implement structures for measuring excellence.
- Be responsible for legal compliance of all activities, completing risk assessments and making any necessary adjustments.
- Line manage the Community Engagement Co-ordinator (Wellingborough), Programme Apprentice (Wellingborough) and any other delivery support (eg freelance producers) as necessary
- 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. Work alongside the Programme Director on developing new relationships with the private sector.
- 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 Wellingborough CPP Programme meetings and events as required
- Attend relevant training as and when required
- To positively represent Wellingborough 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, Wellingborough CPP Programme and Groundwork Northamptonshire.

Person Specification

- Demonstrable experience of managing arts events and programmes in a range of settings
- An interest in arts, community development and engaging new audiences, with an understanding of current trends nationally and internationally
- Experience of working with professional artists
- Experience of working in partnership with community groups to develop activity
- Experience of creating and managing project budgets
- Knowledge of compliance, contracting, health and safety, safeguarding and equal opportunities
- Knowledge of local, national and international arts infrastructure
- Awareness of access requirements across the protected characteristics and experience of putting appropriate strategies in place to ensure activities are as accessible as possible
- Excellent oral and written communication skills
- Good negotiation skills
- Excellent interpersonal, organisational and planning skills
- Excellent IT skills including Word, Excel and PowerPoint
- Analytical and problem-solving skills
- Energy and commitment
- Ability to think strategically and imaginatively
- Approachable, empathetic manner
- Ability to develop good working relationships with project partners, funders and other staff
- Ability to deal with stressful situations and a high workload at points
- Flair and imagination, loads of ideas and a positive attitude

Desirable

- Experience of working with a Creative People & Places programme, or similar publicly-funded programme
- Full driving license and access to vehicle