



Information for Applicants

Please ensure you have read the information below before applying.

The job description and person specification outline the role purpose and key accountabilities of the post as well as the experience, knowledge and skills that we are looking for. You should make sure that you meet all the essential criteria and demonstrate this through your application.

Absolutely Cultured is an inclusive employer. We recognise the importance and advantages of a diverse workforce and are actively striving to broaden our workforce to become more representative of the communities we work within. We particularly welcome applications from candidates currently under-represented within our staff team, specifically those who identify as from an alternative background to White, for example People of Colour, and those who are D/deaf or disabled.

We are open to considering flexible working requests such as part time hours and/or a job share for this position. Should you wish us to consider alternative working arrangements for this position, please include a proposal with your covering letter and CV.

How to Apply

Please send the following to recruitment@absolutelycultured.co.uk

- Curriculum Vitae
- Covering letter or supporting statement (no more than 2 sides of A4)

If you would like to submit your application in a different format, we are happy to facilitate this. Please contact us via recruitment@absolutelycultured.co.uk so that we may discuss suitable alternatives.

Complete our [Equal Opportunities Form](#) so that we can monitor our equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

Applications must be completed and submitted by 11:59pm Sunday 10th October 2021

If you have any questions or want to discuss the post before applying, please contact us via email to recruitment@absolutelycultured.co.uk.

Interviews will take place on Tuesday 19th October 2021.

We would like to thank you for your time and effort in submitting your application.



JOB DESCRIPTION

Post:	Senior Producer
Department:	Creative Programme
Reports to:	CEO & Artistic Director
Direct reports:	Curator, Community Engagement Lead and Learning & Talent Development Manager
Salary:	£35,000- £37,740
Location:	Humber Street Gallery
Contract type:	Full-time, Permanent

The Senior Producer will work closely and collaboratively with the CEO & Artistic Director to develop and deliver the company's Artistic Policy and Vision. The successful candidate will work with the team and partners to initiate and deliver a creative programme which strategically aligns with Absolutely Cultured's commitment to Place Shaping, Partnership and Social Impact.

ROLE

The Senior Producer will work cross art-form initiating projects for both indoor and outdoor settings. This will include developing a programme of work for the Humber Street Gallery working with the Curator, a programme for and with communities with the Community Engagement Lead and a Learning programme with the Learning and Talent Development Manager.. This post will ensure that there is close synergy between the three strands of Programming / Curation, Social Action and Learning. The creative programme champions engagement, communities and participation at all levels using creative engagement and culture as a vehicle for positive change in the lives of the people of Hull.

The successful applicant will manage a small team and will work collaboratively with other staff members and a range of external stakeholders and artists. You will bring an extensive experience of the Arts Sector, an entrepreneurial approach and a passion for working in partnership.

RESPONSIBILITIES

- Initiating creative projects which are aligned with AC's commitment to Place Shaping, Partnership and Social Impact

- Lead on a range of projects for which you will be responsible, reporting into the CEO & Artistic Director on overall project planning, contracting and management from concept to delivery
- Manage the work of the Curator, Community Engagement Lead and Learning & Talent Development Manager along with freelancers and volunteers assigned to projects using the organisations performance management systems
- Work with the Creative Team to ensure that there is connection and interplay between the programme strands e.g. the Humber Street Gallery curated programme and our Community Creative Centres
- Develop a small / middle scale Dance & Circus performance programme working in partnership with City venues including University of Hull
- Develop cross sector partnerships enabling cultural activity across the City through initiatives such as Creative Hull
- Develop the programme of the Creative Centres with the Community Engagement Lead
- Work closely with the Marketing and Communications department to ensure projects have relevant and creative marketing campaigns
- Ensure relevant project data is collected, used to monitor progress and inform future programme.
- Develop and nurture the creative relationships with key artists, co-producers and other organisations to build solid and effective working practices
- Prepare and manage project budgets including forecasting, and reconciliation as well as regular updating of budget projections and cash-flows, together with the provision of other financial information as required
- Contribute to the company's fundraising operation, preparing project reports and drawing up outline project proposals
- Represent the company at a range of external events and meetings as required

PERSON SPECIFICATION REQUIRED

- Minimum of 5 years proven and extensive experience of developing, programming and producing projects in a range of artform areas including projects outdoors and in unconventional spaces for a range of audiences
- Track record of commissioning new work as well as programming existing work
- Experience of pre-production research and development on arts projects
- Experience of managing multiple stakeholders and collaborating with co-commissioners / co-producers
- Experience of managing a varied team including staff, freelancers and contractors
- Experience of building and managing project budgets
- Experience of delivering innovation in engagement and learning strands to projects
- Understanding of audience and participant data collection, monitoring and evaluation
- Sound experience of all elements of negotiating and writing contracts with artists and organisations
- Track record of managing complex and multiple stakeholders in a changing environment
- Proficient IT skills

DESIRABLE

- Monitoring and reporting to funding organisations
- Working knowledge of rights, IP, broadcast issues
- Working knowledge of best practice in accessibility
- Experience of developing innovative and appropriate approaches to marketing and communications

PERSONAL CHARACTERISTICS

- Positive, proactive and can-do approach to work
- Positive attitude to all visitors in line with Absolutely Cultured's Equality and Diversity Policy
- Flexible approach to working hours
- Ability to self-motivate and use initiative when working alone
- Reliable and committed, to work as part of a team
- Interest in and knowledge of the arts and understanding of the mission and values of Absolutely Cultured
- Ability to work collaboratively towards shared aims
- Ability to horizon scan and plan strategically to drive change



EMPLOYMENT TERMS AND BENEFITS

Senior Producer

Details of the post are given below and in the job description. You should take care to show in your application how you can fulfil the requirements of the job.

Term of Appointment

This is a full-time, permanent position subject to pre-employment checks.

Hours

Your contracted hours of work are 37 hours per week, usually from Monday to Friday.

Pay

The salary will be £35,000-£37,740 per annum.

Pension

Pension benefits are provided under the company pension scheme.

Annual Leave

The annual leave allowance is 25 days per annum pro rata plus statutory holidays.

Place of Work

Under normal circumstances work will be based at our office on the first floor of Humber Street Gallery. Remote working and national and international travel may also be required where necessary.

Probationary Period

All appointments are subject to satisfactory pre-employment checks, which may include a Basic Disclosure and Barring Service (DBS) check subject to the position you

have applied for. Further details will be provided when an offer of employment is made or are available on request. This position is subject to a 3 month probationary period.

Data Protection

Absolutely Cultured is committed to protecting your privacy. All personal data given as part of your application will be held and processed securely by us in accordance with the GDPR and Data Protection Act 2018. It will be used to administer your application in the recruitment process and to monitor our equal opportunities policy and practices.

Application forms of successful candidates will be retained by Absolutely Cultured and will form the basis of the employment contract and personnel record. Application forms of unsuccessful candidates will be retained for a maximum of 6 months and then securely destroyed. Your information will not be passed to any other third parties during the recruitment process.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible.