

PRODUCER RECRUITMENT PACK

SUMMARY

SICK! Festival is seeking an experienced and efficient individual to support its Creative Team to deliver a community engagement programme, commissions and festival programme.

Reports to: Creative Director

Contract: Full Time

Salary: £22-25k per annum, dependent on experience

Start date: Immediately if possible

RESPONSIBILITIES

COMMUNITY ENAGEMENT

- Establish and maintain strong working relationships with organisations representing neighbourhood and issue-related communities, enabling them to contribute to the development of specific projects and the festival as a whole. These may include other arts organisation, academic institutions, local authorities, healthcare providers and charities
- Support artists to establish relationships with for the delivery of projects embedded in those communities
- Identify key issues affecting those communities and endeavour to address barriers for members of those communities engaging with cultural activities
- Identify potential contexts and presenting opportunities within those communities
- Work with the Marketing Manager to raise awareness and understanding of the festival and its work within those communities.
- Increase opportunities for members of diverse and marginalised communities to engage with the festival
- Be the lead contact and co-ordinator for SICK! Festival's Thematic Advisory Groups, ensuring a diverse membership of the group, drawing up agendas for meetings and ensuring the group is purposeful for both SICK! Festival and the advisory group members.
- Represent SICK! Festival at public arts, health and medical contexts, events and networks to grow the profile of our work in this area.
- Document and disseminate the outcomes of our activity, and work with the marketing/comms team to publish and distribute outcomes.
- Supporting the management of participatory activities required for the delivery of projects.

COMMISSIONS

The post-holder will be required to support the development of new commissions and projects through:

- Brokering relationships with a wide range of partner organisations
- Arranging works-in-progress for commissioned works, liaising with artists on technical requirements
- Providing feedback on the development of new projects
- Advising on the creation of promotional materials
- Negotiating contractual and financial details with commissioned artists and companies, and with co-producing partners where appropriate
- Providing advice and guidance on fundraising
- Managing production and project budgets
- Managing and negotiating performance licenses or permissions required for the presentation of work in venues or outdoors.
- Ensuring that commissions are developed and ready for presentation within SICK! Festival or other contexts
- Leading on safe-guarding, risk assessment and other aspects of health and safety relating to projects

PROGRAMME MANAGEMENT

- Contribute to the development of new concepts, themes and formats for the creation and presentation of new work
- Work with the Marketing Manager to provide audio, video, text materials and images for the promotion of commissioned works
- Represent SICK! Festival to external bodies and organisations as required and to establish good working relationships with all external partner organisations.
- Ensure that all relevant staff are briefed on and regularly informed on the progress of projects as appropriate.
- Manage, control and report on all budgets relating to your area.
- To advise and report regularly on activity as required by the wider Senior Management Team, Board and sub-boards, supplying any data required to meet funder reporting requirements.
- To manage all personal data in line with the General Data Protection Regulations
- Undertake any other duties that may be reasonably required in connection with the position.

PERSON SPECIFICATION

ESSENTIAL

- Substantial experience of producing, funding and managing complex artistic projects
- Demonstrable experience and interest in working within socially engaged arts practice
- Experience in working closely with diverse communities; engaging with hard to reach audiences and participants with a range of support needs
- Knowledge of communities in Manchester and the social issues affecting these communities
- Knowledge of a range of contemporary theatre, performance and live art practices
- Experience of community engagement around production of new work
- Proactive, efficient and systematic approach to projects
- Experience of managing project budgets and financial reporting
- A strong grasp of sensitivities of working around emotionally challenging issues
- Ability to work independently and under pressure
- Excellent interpersonal and communication skills – both speaking and in writing Confident in the use of information technology

Must have knowledge of equality and diversity legislation and thinking, and how it relates to production work with communities and socially engaged art

DESIRABLE

- Experience of producing projects in the public realm
- Experience of recording and editing audio and video content
- Experience of managing a diverse group of stakeholders who are invested in a project/programme
- Experience of working with and supervising volunteers
- Experience of contributing to the development of a creative programme

HOW TO APPLY

- Please send your CV, a covering letter of no more than two pages, and a completed equality monitoring form, to info@sickfestival.com
- Closing date for applications: **12 noon on Tuesday 4th June 2019**
- Interviews will be held in Manchester on **Tuesday 11th June 2019**