



## JOB DESCRIPTION

<b>Job Title:</b>	Creative Producer (freelance)
<b>Salary:</b>	£12,000 fee
<b>Duration:</b>	40+ days until September 2021, subject to extension
<b>Hours:</b>	Flexible, to include occasional weekends and evenings
<b>Reports to:</b>	Director of Programmes
<b>Line Management:</b>	N/A

### **Introduction:**

Wac Arts is a charity that provides inclusive performing arts activities and training for young people between the ages of 5 and 30. The Charity empowers people to transcend the social and economic hurdles that would otherwise hinder their success.

In response to the Coronavirus pandemic, we have launched a three-year programme titled '*The Three Rs: recover, rebuild, reimagine*' - an innovative, participatory arts programme designed in response to the changing ways of living, learning and engaging, as a result of the Coronavirus pandemic. This supports our longer-term objectives to engage and grow the number of young people accessing provision and evolve our nascent performance and artist development strand.

We are seeking a Creative Producer, experienced across dance and theatre, to work with us to drive the artistic ambition and creative engagement within the first of *The Three Rs*.

*Recover...* will focus on the wellbeing and mental resilience of our community, reengaging our young people, their families, Wac Arts staff and partners, while reaching new beneficiaries.

We are seeking a well-connected and highly motivated individual with the proven ability to engage large numbers of people within participatory activities, towards the ultimate commission of a co-created piece of dance theatre.

### **JOB SUMMARY:**

- To produce and co-create an ambitious participatory programme of digital engagement, workshops and pop-up performances with a dance/theatre and wellbeing focus, engaging young people and communities
- To work with the Director of Programmes to commission and produce a new work of outdoor/site specific dance theatre, involving mass participation, co-created with communities

### **KEY RESULT AREAS:**

- Work with the Director of Programmes to conceive and evolve the artistic vision for the *Recover...* programme of participatory and commissioned works, with a strong focus on dance and wellbeing
- Design and deliver an ambitious programme, to include digital delivery of participatory arts and commissioned work, aligned to Wac Arts' Statement of Artistic Principle, '*The positive artistic voice of contemporary Britain: Pioneering. Equal. Open*'

- Align delivery to Wac Arts' core programme of inclusive performing arts and media workshops and training for young people, aged 5-30
- Work with the Director of Programmes and Engagement Officer to design and deliver a creative engagement plan to reach young people, families and communities, including through partnerships, within and beyond Wac Arts, setting and achieving ambitious targets
- Working closely with the Director of Programmes, contract and commission artists representative of Wac Arts' communities across the three key stages of *Recover...* – digital R&D, creative engagement, dance theatre commission
- Develop and deliver a marketing strategy for the *Recover...* programme
- Consulting with communities, plan and produce a series of co-created events, performances and digital works
- Work with the Engagement Officer to align delivery to Wac Arts' Young Producers and Youth Voice activities
- Work with the Director of Programmes and Development team to develop funding applications
- Work with the Director of Programmes to identify and develop research opportunities within arts and wellbeing
- Monitor and evaluate delivery, collating and preparing data as per funding and reporting requirements

#### **Management of relationships and resources:**

- Act as project manager for the *Recover...* programme, setting ambitious targets and milestones and monitoring delivery
- Set and work within budget, maintaining accurate financial records for *Recover...*
- Work collaboratively with Wac Arts staff teams, to design and deliver *Recover...*
- Support the Engagement Officer and Officer for Access, Outreach and Digital Technology to create and share content for social media
- Contract and manage production teams, for events and performances, overseeing the production process
- To be responsible for maintaining health and safety standards at every level, for all activities produced, to include completion of risk assessments

#### **General:**

- Ensure compliance with all Wac Arts policies and procedures, including safeguarding, health and safety and equality, diversity and inclusion
- Any other duties as requested

### **PERSON SPECIFICATION**

#### **Knowledge and Experience:**

- A minimum 5 years' experience producing innovative participatory programmes and projects, across dance and theatre, with and for young people and communities
- Proven experience of producing high-quality and ambitious outdoor arts performances
- Experience of contracting and commissioning artists, across participatory and performing arts, including artists of notable profile
- Experience in the design and delivery of performing arts projects and productions co-created with young people and communities
- Experience of working across arts and wellbeing
- Experience of delivering high-quality digital learning and participation programmes

- Knowledge of reaching and engaging young people and communities that face the greatest barriers to participation
- Proven experience of developing strategic/delivery partnerships at a range of levels within the arts, statutory and community and voluntary sectors
- Experience of working with a range of organisations, groups and individuals and communicating effectively at all levels
- Experience of the management of budgets up to at least £100K
- Marketing and profile-raising experience
- Knowledge of safeguarding for children and young people and vulnerable adults
- Awareness of equal opportunities policy and practice
- Experience of monitoring, evaluation and report writing
- Experience of supporting fundraising bids

#### **Skills and Attributes:**

- Well-developed creative skills, with the ability to think laterally and innovatively
- Ambition and drive to overcome challenges to delivery
- Excellent networking, partnership and advocacy skills
- A great eye for artistic quality and innovation and how to achieve it
- Collaborative working practice across teams and partnerships
- Strong communication skills (written and verbal)
- Excellent people skills, individuals and groups - to include senior managers, young people, parents/carers, communities, artists and partners
- The ability to prioritise, working on own initiative and in a flexible and responsive manner
- Effective IT skills including MS Excel, Word (Microsoft 365)
- Ability to work well under time pressure and meet deadlines and expectations

#### **General:**

- Working knowledge of popular relevant social media platforms and ability to create content
- Able to work outside normal hours (e.g. weekend and evening programmes)
- Enhanced DBS clearance

#### **Desirable**

- Experience of working with young people with Special Educational Needs (SEN) and/or Profound and Multiple Learning Disabilities (PMLD)
- Experience of working on research-based arts projects, ideally within health and wellbeing

We are looking for interest from people who reflect the diversity of London and the communities we serve. To apply, please submit your **CV and covering letter** (no more than two pages) outlining your interest in the role and how your skills and experience meet the job description and person specification. Please also complete the **equality and diversity monitoring form**.

Please submit the above required documents by email to Lindsey Pugh, Director of Programmes – **Lindsey.Pugh@WacArts.co.uk – by 5pm on 10 November**. Interviews will take place on 18 November. Second stage candidates will be interviewed by a youth panel in the week commencing 30 November.

For further details please visit the website: <https://www.wacarts.co.uk/vacancies>