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BASE
Greenheys Lane
Manchester
M15 6LR

FutureEverything: CityVerve Producer

Job Pack

Job Description

Title: CityVerve Producer

Available Fee: This contract for services will be offered for a fee of £6,000 (excluding vat) and includes any related travel or accommodation expenses (equating to approx 30 - 35 days work).

Contract: This role will be contracted by artist Ling Tan, supported by FAULT LINES Producer Sarah Unwin, and other key personnel. FutureEverything Assistant Producer Callum Kirkwood will be available to support up to 15 hours per week on many aspects of the commission. FutureEverything additionally have an experienced NEBOSH qualified Health and Safety practitioner for support with risk assessments.

Office Location: FutureEverything Office, BASE, Manchester Science Park with opportunity for flexible working

Application Deadline: Monday 23rd October, 10am

Application Process: Please submit your CV, Equal Opportunities Form and a short covering letter detailing why you are interesting in the role, and relevant skills and experience to opportunities@futureeverything.org

Interviews: Interviews will be held on Monday 30 October at the FutureEverything Office.

If you would like an informal chat about the role, please contact FAULT LINES producer Sarah Unwin at sarah@futureeverything.org or on 0161 232 4600

Introduction

Artist [Ling Tan](#) has been commissioned to create an artwork that engages with the public realm in Manchester that responds to the development of smart cities and the Internet of Things. The artwork has been commissioned by [CityVerve](#), the UK's demonstrator for smart cities which is being delivered by a consortium of twenty one partners including Manchester City Council, Manchester Science Partnerships, the University of Manchester, Manchester Metropolitan University, Cisco and BT.

We are looking for a Producer to help support Ling in the development and delivery of her commission for CityVerve. The artwork consists of a series of workshops with young people in the local community regarding smart city technology and their relationship with the city, a public realm performative interaction with members of the local community through IoT wearable technology and a showcase of the work accompanied by a series of engagement events in March 2018.

Ling tan is one of FutureEverything's [FAULT LINES](#) artists. Supported through an Arts Council England Ambition for Excellence award, FAULT LINES is an artist talent development programme which aims to encourage the development of new artwork across forms and sectors, exploring how artists can have an



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impact on innovation in the technology sector. The selected artists will explore contemporary issues in their work and use artistic approaches to translate challenging concepts into experiences or tangible forms. Up to twelve new commissions with technology and arts partners will be developed over the two year duration of the project.

Main Purpose

Ling is recruiting a Producer to support her in the development, creation and installation of her artwork.

Key responsibilities will include:

- Supporting the artist in the development and delivery of her CityVerve commission at every stage, from concept to production to final implementation. Including all workshops, public realm performative interactions, digital content creation and the showcase in late March 2018.
- Supporting the artist in the development and delivery of a public engagement programme from concept to delivery.
- Coordinating with the artist and any creative or technical subcontractors or consultants to realise the delivery of the artwork.
- Identifying and securing locations and permissions from respective partners, authorities and institutions for the public realm interaction.
- Liaising with CityVerve partners to secure all necessary permissions for interacting with the project and its partners. To also liaise with the project and its partners in regard to any and all the technical support, materials support, data or other information that may be required for the creation of the artwork.
- Working with the FutureEverything team to oversee the production management for the installation and delivery of the artwork and all associated activities.
- Managing the financial resources for the artwork in collaboration with the artist within defined budgets.
- Managing the timeline for the delivery of the artwork ensuring it is delivered on time and to excellent standards of practice.
- Complying with health and safety legislation and ensuring that all necessary licenses and insurances are in place.
- Producing the Event Plan for the artwork and all associated activities in consultation with the artist.
- Producing any on site activity for the artwork including managing technical contractors, staffing, security etc.
- Developing and managing an effective marketing strategy and implementing a tactical plan in collaboration with FutureEverything, the artist and CityVerve.
- Managing the production of all required documentation of the artwork including photography and film, together with the artist.
- Contributing to the monitoring and evaluation of the artwork.
- Maintaining excellent communication with the FutureEverything team, consulting curators and the artist.

Skills and Experience

The criteria below indicate the qualities that are required, and desired, of the successful applicant:

Essential:

- At least 3 year's experience in producing large scale artworks.
- Experience of developing artworks in consultation with communities
- Experience of working with and supporting artists to develop complex ideas into tangible forms.
- Experience of developing technically and conceptually complex artworks.
- Experience of developing and delivering public realm performance artworks.
- A track record in managing and complying with H&S legislation and creating event plans.
- Diligent and accountable practices in financial management.
- Experienced in contributing to monitoring and evaluation processes.

Desirable:

- Experience of working with young people
- An understanding of smart cities technologies and IoT.
- A working knowledge of producing outdoor events in Manchester.
- An existing network of contacts and relationship with Manchester community groups.

Timeline:

1st November	Producer appointed and starts working immediately
15 November	Artwork proposal defined in full. Locations for all activity identified. Production, marketing and financial schedules confirmed.
15 November	Event plan submitted to artist and FutureEverything (and safety advisory group or equivalent if required)
November 2017- January 2018	Young people community workshops take place
January 2018	Marketing/Press launch - all details of project including dates, locations and times
February / March 2018	Public realm interaction takes place and is documented
Provisional date 21st March	Showcase of artwork and public realm engagement activity commences
Provisional date 21st April	Engagement activity complete and showcase of the work is to be removed. Date of artwork removal to be negotiated with partners and FutureEverything.