



info@futureeverything.org  
+44 (0)161 232 4600  
@futureeverything  
www.futureeverything.org

BASE  
Greenheys Lane  
Manchester  
M15 6LR

## FutureEverything: Senior Creative Producer

### Job Pack

#### Job Description

**Title:** Senior Creative Producer

**Reports to:** Managing Director

**Available Fee:** £10k - £14k depending on number of days available and experience

**Contract:** 3 to 4 days per week, for six months. Start date ASAP. Nominally 1 November - 30 April.

**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 (300 words max) detailing why you are interesting in the role, and relevant skills and experience to [opportunities@futureeverything.org](mailto:opportunities@futureeverything.org)

**Interviews:** Interviews will be held on Tuesday 31st October / Wednesday 1st November at the FutureEverything Office.

If you would like an informal chat about the role, please contact Helen on 0161 232 4600 to arrange a conversation with Managing Director Andy Stratford.

#### Main Purpose

The senior creative producer will be responsible for:

##### **Smart Cities Event, 20-22 March 2018, Manchester:**

- Leading on creative producing, curation of topics and content and booking and briefing speakers for 'Future Sessions'
- Leading on creative content and production of the opening reception
- Curating and creatively producing the artistic and technical workshops programme
- Line managing the operational team to deliver the event, alongside the Programme Manager

##### **General FutureEverything work, offering additional creative and artistic capacity to meet increased demand:**

- Supporting the existing FutureEverything in-house producer of [FAULT LINES](#), an Arts Council England Ambition for Excellence programme on specific aspects of the programme
- Scoping and developing artist commissioning partners including non-arts partners from the innovation and technology sectors
- Supporting senior staff, assisting in the development of future creative and artistic themes and projects
- Contributing to overall FutureEverything creative and business strategy
- Contributing to consultancy briefs



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### **Skills and Experience**

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

#### **Essential:**

- A sound understanding of the social context, issues and practicalities of advocating and planning a UK based digital technology focussed hybrid conference / arts event
- An excellent understanding of social media, digital culture and related technical and creative fields - as well as the current academic, creative and business issues surrounding this expertise
- Experience of developing seminar and presentation themes and topics
- Experience of creating programme schedules, writing copy, blogging, marketing creative and complex programmes
- Acting as an organisational representative and spokesperson, liaising with a variety of key stakeholders
- Experience of writing proposals with close attention to detail
- Responding to conceptual briefs, alongside rigorous budget control
- Leading, motivating, managing and developing the skillset of other team members
- Experience of, and the ability to work effectively under pressure and to strict deadlines
- Energetic, creative and open to new ideas
- Strong interpersonal, communication and writing skills
- Knowledge of UK and International arts and cultural networks

#### **Desirable:**

- Experience of working with young people
- A basic understanding of smart cities technology and the Internet of Things.
- A working knowledge of the production of outdoor events in Manchester

#### **Ideal candidate profile**

- Minimum of 5 years high level working as a hands-on creative producer
- Ability to demonstrate an extensive back catalogue of producing in a wide variety of contexts, ideally for several organisations
- Excellent written and spoken English
- Eligible to work in the UK