



## Producer

### Application Information Pack and Job Description

**Reports to:** Creative and Executive Directors

**Salary:** £32k pro rata

**Contract:** Fixed Term (12 months - with potential opportunity for permanent contract).  
32 hours per week (4 days). Flexitime.

**Office location:** Manchester city centre – however this role may require travel across Greater Manchester, other UK based locations, and possibly internationally.

**Application deadline: 5pm, Friday 7 February 2020**

**Application process:** Please submit the following documents as PDF attachments:

- I. CV - 2 sides A4 max
- II. Cover letter detailing why you are interested in the role, and relevant skills and experience (500-600 words max)
- III. Equal Opportunities Form

Please send all the above to: [jess@futureeverything.org](mailto:jess@futureeverything.org)

**Shortlisted candidates** will be informed by end of day Monday 10th February.

**Interviews** will take place between 12-14 February.

**Appointment:** candidates will be informed of the outcome

**Expected start date:** the successful candidate will be expected to take up post within a month if possible (negotiable)

### Purpose and Role

The Producer will be responsible for successful delivery (and, where applicable, development) of projects / events presented to FutureEverything as well as existing year-round activity related to core programmes/strands: Future Sessions, Curated Experiences, Cross-Sector Development.

The Producer will deliver from small-scale creative events to larger scale events, exhibitions and projects working collaboratively with the FE team. They will ensure that FE's principles and approach (art-led, practice-driven, interdisciplinary, collaborative) are embedded in the way they work. They will be responsible for managing related budgets, and strategically planning resource allocation on all projects, in consultation with the Directors.

The Producer role will implement the following areas of responsibility, which are currently in line with the organisation's deliverables and income streams:

## **Main areas of responsibility**

### Initiating and nurturing new ideas

- To support the team in new work/funded research and ideas development
- Contribute positively and confidently to internal planning workshops
- Use FE's Curatorial Strategy to identify opportunities for future business development and new partnerships

### Project Management

- To lead the development of commissioned work and other work in development
- To collaborate in the co-design and delivery of ideas and projects with the wider creative team at FutureEverything
- To lead the team with planning, scheduling and delivering the programme, generate agreements for commissions, events, and communication with external organisations, artists or other collaborators, as required
- To recruit and manage all external contractors, related to deliverables
- To work with Directors and Finance Manager to develop budgets and monitor/ manage project costs ensuring all projects/events are delivered on time and within budget
- To manage and oversee the delivery of project/event documentation, and take active role in evaluation, formalising methods, reporting and associated outputs

### Audience Development

- Support in the completion of Audience Finder as part of our NPO agreement
- Create audience engagement and development plans and activities for the company, events and projects we lead on
- Actively contribute to enhancing the profile of the organisation through face-to-face activities and digital/online engagement eg FE's Twitter and Instagram

### Professional Development

- Actively seek opportunities to enhance your own knowledge and experience in the field of art, technology and society
- Be open to learning through project activities and from other team members as well as generously share skills and knowledge

## **Skills and Experience**

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

### Essential:

- Project management skills - budget management, communications, evaluation and documentation, stakeholder management

- Strong diplomacy and negotiation skills, proven experience of using a fair and firm approach to negotiating complex terms with artists, partners and other stakeholders
- A sound understanding of the social context, issues and practicalities of advocating and planning a UK-based digital technology focused hybrid conference / arts event
- Experience in working with artists and partners (Public, Private and Third Sector) from a diverse range of backgrounds, and commitment to exploring new, interdisciplinary forms
- A working knowledge of the production of both indoor and outdoor events
- 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 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
- Leading, motivating, managing and developing the skill set 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
- A current, valid, enhanced DBS will be required on appointment

Desirable:

- Experience of working with communities and young people
- A basic understanding of emerging technologies.
- A commitment to championing diversity at every level of the organisation with a knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds

**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
- Enthusiasm for training, mentoring and support of emerging talent

**Salary and probationary period**

The salary for this role is £32k p/a pro rata at 4 days per week. The organisation operates



a fair and equal pay policy.

Hours - 32 hours per week - FutureEverything has a wide range of projects happening at different times, with many of our events taking place during evenings and weekends. Additional hours may be required during intense periods of work. We do operate a TOIL (time off in lieu) policy to ensure this time is taken back effectively. We aim to support all staff to work flexibly and according to their capacity and work closely with staff members to ensure a manageable workload.

This role and function will be reviewed quarterly for 12 months. The probationary period is 3 months.

**Reporting to:** Irini Papadimitriou, Creative Director and Claire Tymon, Executive Director

### **About FutureEverything**

FutureEverything is a non-profit, Manchester-based creative media organisation who initiate and deliver critical artistic projects and events in Greater Manchester, the UK and internationally. The female-led organisation is co-directed by Irini Papadimitriou and Claire Tymon who have implemented an open, collaborative and multidisciplinary approach to our practice.

We build opportunities to connect and open up conversations between different people and places, we empower citizens to interrogate reality and imagine better futures and encourage cross-sector dialogue and collaboration, resulting in projects which have deeper engagement and longer term impact.

We do this by using art and design to think differently, disrupting expected/regular processes and exposing the nature of our online interactions. We create experimental and collaborative spaces between art and society to enable sharing and learning from different sectors. Working in a site-specific, place-based responsive way is absolutely core to our practice as well as being both critical and inclusive.

To achieve this, we have a passionate, experienced, and creative multidisciplinary team who are driven by working collaboratively, openly and creatively. We research through an action-led approach, inviting professionals and citizens to contribute different perspectives, ideas and solutions. We consider the environmental impact of our work and aim to support and strengthen the sectors we work with by sharing our knowledge, experiences and ideas. We learn through doing. We lead by example.