



Producer

Application Information and Job Description

Application Information

Reports to: Creative Director and Executive Producer

Salary: £32k

Contract: Permanent. Subject to a 12 months review period.

Full-time - 40 hours per week (5 days). Flexible working is available except for Mondays which are an in-office day for the team.

Annual Leave: 25 days (plus 8 statutory bank holidays)

Working with: FutureEverything Senior Management Team, Associate Artist, Comms Manager, Finance & Admin Manager, Administrator, freelance artists

Office location: Manchester city centre & working remotely. However, this role will require travel across Greater Manchester, other UK based locations, and internationally.

Application deadline: 9.00am, Monday 21st March

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 outlining how you meet the criteria in the Job Description (800 words max)
- III. Equal Opportunities Form*

*All information provided in the Equal Opportunities Form will be treated in the strictest confidence and held separately for reporting purposes. This information does not form part of the selection process.

Please send all the above to: wanja@futureeverything.org by **9.00am, Monday 21st March**

We particularly welcome applications from those with disabilities (both seen and unseen), LGBTQ, and Black and Minority Ethnic candidates, as they are under-represented across the arts and culture sector.

Shortlisted candidates: to be confirmed by Monday 28 March by phone or email (as we receive so many applications, if you have not been contacted by this date please assume that you have not been successful on this occasion)

Interviews: Monday 04 & Tuesday 05 April

Appointment: candidates will be informed of the outcome by w/c 11 April



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

We will be able to provide feedback for interviewed candidates, upon request. We will not be able to provide feedback on applications from candidates who are not invited to interview.

Access Support

We are committed to ensuring our opportunities are open for people who experience barriers to inclusion. We recognise that you might need additional support to participate in the application and/or interview, whether that is technical equipment, access support or adjustments to the process. If you require any support or adjustments, please contact us on wanja@futureeverything.org

About FutureEverything

FutureEverything is an award-winning cultural organisation established in 1995, which has helped shape the emergence of digital culture in Europe. Based in Manchester (UK), our work explores the intersection of art, technology and society through bold new art commissions, living labs, participatory design and public events. Evolving from annual festival to innovation lab and cultural organisation, we're passionate about bringing people together to discover, share and experience new ideas for the future, while critically reflecting on current issues and the world around us.

Our mission is to empower communities and organisations to harness art and technology to create positive change in the world. Through a curated programme of events, art commissions, critical conversations, collaborative projects and prototyping, FutureEverything pushes creative boundaries and stimulates new ways of thinking, across a diverse range of sectors, disciplines and audiences. Taking an action-research, artist-led and human-centred approach, FutureEverything is passionate about bringing people together to discover, share and experience new ideas for the future, creating opportunities to question and reflect on the world around us. Our work is international from US, Qatar, Singapore to Europe, Russia and Taiwan, and we have worked with prestigious and exciting partners including British Council, Ars Electronica Linz, Onassis Foundation, Sonar, CTM and many more.

Job Description

Purpose and Role

As we enter into an exciting growth period, we are looking for a dynamic, inspirational and creative producer to play a key role in supporting the team delivering projects across our three programme strands and working closely with stakeholders and funders.

The Producer will be responsible for two key elements of FutureEverything's portfolio: the delivery of projects and events, and the development of relationships and projects with cross sector industry partners.

The Producer will be responsible for the successful delivery (and, where applicable, development) of projects / events presented by FutureEverything as well as existing year-round activity related to our core programme strands: Public Artworks, Cross Sector Innovation, and Digital Debates & Knowledge Exchange. Recent projects include [this place \[of mine\]](#), [You & AI](#), [Future Focus](#) and [Unintended Consequences](#).

The Producer will also lead on identifying and developing relationships with cross sector partners as part of the income generation strategy and develop a core model and processes to lead the introduction and importance of arts and culture values with the business and academic industries. Recent cross sector projects that FutureEverything has developed, curated and delivered including [Innovate Manchester](#), [GROW](#) and [Cisco](#).

For both key elements the Producer will deliver from small-scale creative events to larger scale public 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 Creative Director and Executive Producer.

Main areas of responsibility

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

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 with the Creative Director and Associate Artist in the co-design and delivery of ideas and projects
- 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 the Creative Director, Executive Producer and Finance & Admin 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

Cross Sector Development

- Lead on identifying and developing relationships with cross sector partners
- Develop a core model and processes to lead the introduction and importance of arts and culture values with the business and academic industries
- Leading or participating in the development of proposals for regional, national, European and International contracts and funding opportunities
- Create strong propositions to attract and realise contracts with cross sector industries where FutureEverything is the leading entity (both internal and external)
- Lead on cross sector stakeholder management, ensuring alignment between objectives, resources and expectations
- Managing research initiatives and resources with the academia
- Lead on the support facilitation of service design, innovation and collaborative events

Audience Development

- To collaborate with the Communications Manager to:
 - 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 essential, and desired, for the successful applicant:

Essential

- Producing and 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
- 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
- Experience of identifying, developing and maintaining relationships with cross sector industry partners towards a diverse range of projects, events, and innovative design initiatives
- Experience of creating complex programme schedules
- 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 Update membership will be required on appointment

Desirable:

- Workshop design and delivery experience specifically towards design sprints, labs & hacks
- Experience of working with communities and young people
- A basic understanding of emerging technologies



- A sound understanding of the social context, issues and practicalities of advocating, planning, and delivering digital technology projects, events, and initiatives
- 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
- 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
- Ability to demonstrate a diverse portfolio of projects with cross sector industry partners
- Experience of design thinking and prototyping
- 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 5 days per week.

The organisation operates a fair and equal pay policy.

Hours - 40 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 Chris Wright, Executive Producer.