



Crafting the  
future together

# Recruitment Pack

## Producer

### September 2024

**Salary: £32,000**

**Contract: Full time. Permanent.**



# Who are we looking for?

We are looking for a dynamic and exceptional Producer to play a key role as we move into FutureEverything's next chapter.

An experienced creative producer who is entrepreneurial and ready to deliver key elements of our portfolio, including developing relationships with partners in fields ranging from technology and academia to culture and the environment.

We are looking for somebody to align projects with our new creative vision, which is being shaped by our decision to bring Nature on to our Board. To help kickstart and embed new ways of thinking across our operations, technologies and artistic programme.

Can you plan and deliver exhibitions, festivals, art installations, conferences, workshops, and consultation work?

Can you manage complex budgets and do you possess excellent negotiation and diplomacy skills?

Do you have the insight and ability to lead on identifying new funding and income opportunities, and building relationships for future business development?



You may already be producing at a cultural institution or as a freelancer, and will already have experience as a project manager.

Are you somebody with ambition, inspired by the work we do, and ready to join us on our journey towards sustainability and growth?

If you are all of these things, and more, we would be excited to hear from you.

**Lucy Sollitt, Creative Director &  
Chris Wright, Executive Director**



## About FutureEverything

Based in Manchester (UK), FutureEverything exists at the convergence of art, technology and ecology. As an award-winning arts organisation with a year-round programme of activity, we've helped shape digital culture locally, nationally and internationally for over 25 years.

Our work explores the impact of technology in shaping society and culture. Our mission is to push creative boundaries and stimulate new narratives and practices, working across disciplines and audiences to collectively imagine sustainable futures.

We take an action-research and artist-led approach, and are passionate about bringing people together to question and reflect on the world around us and create new pathways for ecological restoration.

We deliver projects in the UK and internationally with high profile partners including arts organisations, academic institutions, tech industry, business, governmental organisations and others, working with and reimagining technologies - from AI, to biotech, world-building and place-based approaches.



## Our Mission & Vision

At FutureEverything, we strive to be at the forefront of digital culture, harnessing art and participatory experiences as a lens to reflect on the world around us.

**Our mission** is to push creative boundaries across multiple disciplines, ask challenging questions, and connect wide-ranging audiences with current and future global issues.

**Our vision** is to spearhead positive societal change and pioneer critical cultural connections using art as a transformative tool.

## Our Values

**Creative Collaboration** - We build strong and long-lasting relationships with our team, commissioned artists, partners, and audiences, inspiring creativity and developing new and innovative models for engagement along the way.

**Open, Honest & Courageous** - We pride ourselves on our openness and ability to create supportive environments where ideas can be shared and nurtured. Challenges excite us and we continually strive to be bold, courageous and adventurous.

**Ethical & Inclusive** - With an understanding of the complexities of intersectionality we champion diversity in all of its forms and work hard to explore diverse processes to reach audiences from all backgrounds.



# Our Programmes

## Public Artwork

We curate, commission and produce art in response to critical social issues, delivering a cultural programme of accessible art installations and exhibitions in the public realm.

## Cross-Sector Collaborations

We bring together people, from the cultural sector, industry and academia, with bold ideas for identifying opportunities to understand complex issues and challenges towards co-created solutions.

## Digital Debates & Knowledge Exchange

We create shared spaces, in-person and online, for debate facilitating alternative views towards current and future concerns and ambitions.



## Our Current Situation

Since 2018 FutureEverything has successfully transitioned from an annual festival to a year-round programme of cultural activity. After moving away from ACE NPO status in 2023, we have diversified our income streams engaging with a range of funders and clients including British Council, Greater Manchester Combined Authority, and University of Manchester. We are keen to expand our national and international partnerships, develop links with the private sector, and initiate further self-produced projects that build on and evolve our brand and reputation.

FutureEverything operates out of SEESAW in Manchester, and has a hybrid working policy to align with individual needs. We have a small, talented, and committed team of full-time and part-time staff: Creative Director Lucy Sollitt, Executive Director Chris Wright, Communications Manager Hayley Kerridge, and Administrator Hattie Kongaunruan. We are supported by an experienced and dynamic Board of Trustees led by Chair Annette Mees, Artistic Director of Audience Labs.



Some of our current projects include: Stockport Creative Campus, a three-year town centre reinvigoration programme; Cultural Accelerator, a series of digital arts commissions designed to cultivate, rejuvenate and level-up the innovation ecosystem; and PROTO, an innovative development programme for creatives across the North looking to enhance their digital skills and learning.

FutureEverything recently announced a bold move to appoint Nature to its Board, making it the first cultural institution in the UK to do so. We anticipate that this will transform how we think about our mission and the approach that we take to deliver it.





## Job Details

**Job Title:** Producer

**Reports to:** Creative Director and Executive Director

**Salary:** £32,000

**Contract:** Full time. Permanent. 40 hrs per week and as required. Flexitime. TOIL Policy.

**Probationary Period:** 6 months

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

**Pension:** Auto enrolment into The People's Pension. 3% employer contribution.

**Working with:** Creative Director, Executive Director, Communications Manager, Administrator, and external partners and artists.

**Office location:** FutureEverything are based in central Manchester and remotely.



# Key Responsibilities

FutureEverything is a small team with overlapping roles and responsibilities. The Producer's key responsibilities are listed under three thematic areas in line with the organisation's deliverables:

## Producing & Project Management

- Lead on the planning and delivery of commissioned work and work in development, overseeing the planning, scheduling and delivering of the programme strands.
- Collaborate with the Creative Director, Executive Director, external partners and artists in the co-design and delivery of projects.
- Recruit and manage contractors, generate agreements for projects, and manage communication with external partners, artists and other collaborators, as required.
- Work with the Creative Director and Executive Director to develop budgets and manage project costs, ensuring all projects are delivered on time and within budget.
- Collaborate with the Communications Manager and Administrator on the delivery of project documentation, supporting evaluation, formalising methods, reporting and associated outputs.



## Key Responsibilities

- Lead on cross-sector stakeholder management, ensuring alignment between objectives, resources and expectations.
- Manage research initiatives and resources with academia, and co-lead on the facilitation of Innovation Labs and collaborative events.
- Co-lead on internal planning workshops.
- Support the team in new work/funded research and ideas development.

## Business Development

- Collaborate with the Creative Director and Executive Director on Identifying opportunities and building relationships for future business development and new partnerships based on FE's curatorial priorities.
- Collaborate with the Creative Director and Executive Director on identifying proposals for regional, national, and international funding opportunities.
- Recruit and manage contractors, generate agreements for projects, and manage communication with external partners, artists and other collaborators, as required.
- Lead on developing funding applications in collaboration with the Creative Director and Executive Director.



# Key Responsibilities

## Communications & Audience Development

To collaborate with the Communications Manager to:

- Co-create Comms Plans, audience engagement and audience development plans, and activities for the projects that we lead on.
- Contribute to growing the profile and reputation of the organisation through face-to-face activities and online engagement eg FE's Twitter and Instagram.



# Person Specification

We are a value-led organisation with a strong emphasis on collaboration. The following criteria is a non-exhaustive list of the qualities, essential and desired, that we are looking for and how these will be assessed:

<b>Essential</b>	<b>Application</b>	<b>Interview</b>
Producing and project management skills, including budget management, communications, evaluation and documentation, stakeholder management and experience of creating complex programme schedules.	X	X
Strong diplomacy and negotiation skills, with proven experience of negotiating complex terms with artists, partners and other stakeholders.	X	X
Experience of working with artists and partners (Public, Private and Third Sector) from a diverse range of backgrounds.	X	X
A working knowledge of the production of both indoor and outdoor events.	X	



Essential	Application	Interview
Experience of identifying, developing and maintaining relationships with cross sector industry partners towards a diverse range of projects, events, and innovative design initiatives.	X	X
Experience of fundraising from a diverse range of sources and writing proposals.	X	X
Acting as an organisational representative and spokesperson, liaising with a variety of key stakeholders.	X	
Strong interpersonal, communication and writing skills, and experience of, and the ability to work effectively under pressure and to strict deadlines	X	
A genuine and demonstrable commitment to maintaining the broadening of cultural diversity.	X	X
Knowledge of UK and International arts and cultural networks	X	
Experience with Google Drive and Workspace.	X	
A current, valid, enhanced DBS Update membership will be required on appointment	X	



Desirable qualities, skills and experience	Application	Interview
Workshop design and facilitation delivery experience.	X	X
Experience of working with local communities.	X	X
An excellent understanding of social media, digital culture and related technical and creative fields.	X	
A commitment to championing diversity at every level of the organisation and a proven ability to work with people from a wide variety of backgrounds.	X	X
Problem solving and timely decision making.	X	X
Interest in ecological issues and how these intersect with concerns such as environmental justice.	X	
Experience of public-speaking.	X	
Experience of <u>Zoho</u> platform.	X	
A relevant post-degree qualification is preferred/highly desirable.	X	



# How to Apply

**Application deadline:** 09:00, Monday 14 October 2024

**Application process:** Please submit the following documents as **PDFs**:

- I. CV - 2 sides A4 max
- II. Detail why you are interested in the role and how you meet the criteria in ‘Who are we looking for?’ & ‘Person Specification’ in the form of:
  - a) Cover Letter (500-600 words max.)OR
  - a) A link to a video of you talking directly to camera (4 mins max.)
- I. One side of A4 with up to five links to relevant media / websites etc, all of which should demonstrate your track record.
- II. Two professional references with *current knowledge* of your experience (we will not contact referees unless a candidate is offered the position).
- III. Equal Opportunities Form\* - please follow the link to compete online

\*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 your application, including all of the above, to:  
[applications@futureeverything.org](mailto:applications@futureeverything.org) by **09:00, Monday 14 October 2024**.

**Shortlisted candidates:** to be confirmed by **16 October 2024** by phone or email (if you have not been contacted by this date please assume that you have not been successful on this occasion).

**Interview 1:** to be held online on **23 October 2024** with confirmations of invitation to a second interview by **25 October 2024**.

**Interview 2:** to be held in-person on **01 November 2024** at SeeSaw in Manchester city centre.

**Appointment:** to be made **w/c 04 November 2024**

**Expected start date:** the successful candidate will be expected to take up post within two months.



If you would like an informal conversation to find out more about the role and FutureEverything, you can sign up to a 15 mins slot with Creative Director Lucy Sollitt and/or Executive Director Chris Wright. Sign up [here](#).

## **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 [applications@futureeverything.org](mailto:applications@futureeverything.org)



# Examples of our recent and latest work



## **Plasmata: Bodies, Dreams and Data**

Pedion tou Areos, Athens, May-July, 2022

Digital technology is both entering into the human body and extending it beyond its bounds. This network of bodies, an offshoot of both surveillance and entertainment technologies, is calling upon us to seek out the very limits of the ‘plásmata’ (Greek for creatures) that we ourselves create and actually are.

Commissioned by Onassis Foundation, ‘Plásmata: Bodies, Dreams, and Data’ was a curated journey unfolding through Pedion tou Areos – Athens’ largest public park – presenting work by international artists exploring themes and ideas around bodies after technology, constructed worlds, identities and boundaries, but also imagining new territories, connections and places of co-existence.

[Read more by clicking the hyperlink, here](#)

### **Impact:**

25 Physical artworks

500,000 Visitors

700 participants in exhibition tours and educational programme



## **AI: Who's looking After Me?**

Science Gallery London, June 2023 - Jan 2024

AI: Who's Looking After Me?' exhibition and public events programme, takes a questioning, surprising, playful look at the ways Artificial Intelligence (AI) is already shaping so many areas of our lives, and asking if we can really rely on these technologies for our wellbeing and happiness. Presented in collaboration with Science Gallery, we explore who holds the power, distributes the benefits, and bears the burden of existing AI systems.

[Read more about the exhibition by clicking the hyperlink, here](#)

Curated by FutureEverything in collaboration with Science Gallery London



## Innovation Labs

In partnership with University of Manchester, 2019 to present

Innovation Labs are FutureEverything's unique action-research workshops that promote collaboration, exploration, and innovation.

Innovation Labs are sessions that bring together people from business and academia, diverse sectors and disciplines to respond to current challenges in areas such as AI, data and ethics, but also sustainability, healthcare, placemaking, fintech and more. These participatory, collaborative sessions use creative methodologies and processes and create highly engaging, conversational and exciting spaces to bring results and approaches that have radical impacts on participating individuals, businesses and organisations.

FutureEverything has been working in collaboration with and across different sectors using creativity as a tool to create solutions and expand learning. Innovation Labs is an ongoing programme that FutureEverything has built to provide connecting routes between sectors and enable opportunities for collaborations to happen.

[Read more about the Innovation Labs by clicking the hyperlink, here.](#)



# Emotional Biodiversity

Stockport Creative Campus, 2024 - 2025

As part of the major Stockport Creative Campus project, we have commissioned leading international artist Di Mainstone to deliver a residency, workshop programme, and world premiere of a new digital artwork called Emotional Biodiversity

Di Mainstone is a multi-disciplinary artist and international award-winning filmmaker, who collaborates with communities, scientists, historians and musicians to develop powerful films, playful public installations and immersive experiences. Her work focuses on themes of climate change, biodiversity loss, and forgotten women's histories.

Building on Di's international reputation for innovative and accessible art installations and her ongoing quest to emphasise the importance of ecological issues, the Stockport commission "Emotional Biodiversity" will invite us to examine our emotional and neurological response to biodiversity loss, through the lens of soil.

Emotional Biodiversity will premiere in Stockport in Spring 2025.

Read more about Emotional Biodiversity by clicking on the hyperlink, [here](#)



# PROTO

Northern England, 2024 - 2025

PROTO is a groundbreaking new programme designed to nurture and encourage the growth of artists looking to enhance their digital creativity through skill development, digital learning and networking.

The programme aims to remove barriers to digital arts, ensuring that all artists, regardless of their background or experience level, have the opportunity to gain insight into digital arts practices, build confidence, and expand their knowledge.

Funded by Arts Council England and the UK Shared Prosperity Fund (UKSPF), the initiative aims to transform the way artists from regions across the North develop their creative skills, learn about the latest advances in digital arts practice, while connecting with the wider arts community.

[Read more about PROTO by clicking on the hyperlink, here](#)





Thank you for your interest in FutureEverything

[applications@futureeverything.org](mailto:applications@futureeverything.org)  
[futureeverything.org](http://futureeverything.org)

