



## **HOME Slough Black History Month Producer**

**Freelance, fixed term.**

### **Job description**

**Job title:** Black History Month Producer

**Contract:** Freelance, fixed term

**Timescale:** September to December 2021

**Project fee:** £3,600 (equivalent of £180 per day for 20 days)

**Location:** We envisage a combination of remote online working and, government restrictions-permitting, delivery in locations in Slough.

**Additional:** Freelance Producer will require their own computer.

**Reporting to:** HOME Slough Programme Lead

### **The brief:**

HOME Slough is the Creative People and Places project for Slough and is funded by Arts Council England, and is run with a consortium of partners with lead partner Slough CVS (see section at end of document for further details). This contract is with Slough CVS to work on the HOME Slough project.

HOME Slough is working with the representatives of the Black community in Slough to develop a programme of work for Black History Month (BHM). The events and activities will focus on the achievements and stories of those Black people who have lived, loved and worked in Slough. The programme of events will aim for outcomes focused on community engagement and audience development as part of our overall programme for 2021. It will be commissioned by a BHM Commissioning Panel made up of representatives from the Slough community who all have lived experience of being Black in Britain and Slough.

We are seeking a Freelance Producer to support delivery of this project.

### **Main purpose of the role**

The Producer will work with the Programme Lead and the BHM Commissioning Panel, to manage the following planning and delivery schedule phases:

1) Planning - logistics, creative planning, engaging community members and artists

- 2) Creation - the activity itself, practical engagement with the community, live performance and filming
- 3) Post-production follow-up activity, signposting and evaluation

## **Key duties and responsibilities:**

- Manage any commissions development and delivery including the following:
- Work with Programme Lead and BHM Commissioning Panel to finalise proposed activity in the context of Covid-19 restrictions and to ensure the project meets HOME Slough agreed outcomes
- Work with HOME Slough team and the BHM Commissioning Panel to identify local contacts and audiences for the project. Develop relevant partnerships, make sure the project is well targeted and recruit participants
- Work with HOME Slough team and local contacts including the Community Programming Board to support and amplify the community voice in planning and delivery
- Liaise with local contacts to ensure any live activity has appropriate risk assessments, permissions, support and Covid-19 safety preparations in place
- Be responsible for risk assessing engagement activity and developing event plans for the work
- Administrate, report and monitor any activities delivered
- Work with the Engagement Manager to use social media channels to help promote the work we are doing in communities in appropriate ways, taking responsibility for documenting and sharing activity related to this commission
- Co-ordinate production of web content and film documentation with creative partners
- Support the shared learning/evaluation of the programme liaising with the HOME Slough evaluation partner.

## **Person specification**

### Essential

- Experienced producer or production manager,
- Proven interest in the arts and in community engagement, knowledge of the UK cultural sector
- Experience of community engagement
- Ability to manage community and partner relationships
- Ability to prioritise and manage a project to time and within budget
- Confident communication and interpersonal skills
- Sound knowledge of IT, including Excel
- Sound knowledge of data management
- Understanding of and commitment to intersectionality, environmental sustainability, equality and inclusion

### Desirable

- Experience of Slough or working with the communities of Slough
- Awareness of the issues raised by BHM

- Interest in/knowledge of the work of HOME Slough and/or the national Creative People and Places programme
- Experience of remote working
- Experience of using social media

## **Interested? Here's how to apply**

Please apply by **midnight Wednesday 8 September 2021**.

Send your application to **[info@homeslough.org.uk](mailto:info@homeslough.org.uk)**.

Send us your CV and a covering letter including the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to HOME Slough

### Other ways to apply:

Please send us a link to a video (no longer than 5 minutes) where you give your responses to the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to HOME Slough
- Feel free to send a link to relevant website or online material if you have some.

If you need to talk to us about making an application in another format, please contact us.

**Please also complete an Equal Opportunities monitoring form [here](#).**

### **Interview information:**

Interviews will be held over Zoom on **Monday 13th September 2021**. Questions will be made available to you in advance.

### Other information:

For an informal conversation about the role, please contact James Gough, Programme Lead on [jamesgough@homeslough.org.uk](mailto:jamesgough@homeslough.org.uk)

We will respond to all applicants to let people know if they have been invited to interview or not.

Please note that this post may be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the right to request additional DBS checks at any time in the future.

Slough CVS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees and freelance staff. We wel-

come applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation or age. If you are unsure about applying, please talk with us about any concerns you might have.

HOME Slough will undertake to meet reasonable adjustments, aiming to meet specific access requirements through Access to Work support.

Please note, this contract is open to people who already have the right to live and work in the UK, as Slough CVS is not currently in a position to sponsor a work visa.

## **Additional information: Background to HOME Slough**

HOME Slough is a consortium of arts and community organisations working to increase exciting opportunities for arts and culture in our town.

HOME Slough is part of the Creative People and Places Programme initiated and funded by Arts Council England through the National Lottery. There are 33 independent projects, each located in an area where people have traditionally had fewer opportunities to get involved with the arts. Creative People and Places projects have reached over 1.2 million people, 90% of who do not regularly engage in the arts.

HOME Slough is led by a consortium of arts and community organisations, comprising Slough Council for Voluntary Service, Slough Borough Council, the Clinical Commissioning Group, SEGRO, RIFCO and The Arts Council. We are funded by Arts Council England and Slough Borough Council.

Our mission is to increase opportunities and awareness of all the arts in Slough, offering ways for everyone to fulfil their artistic potential. The aim is to increase the number of people participating in arts and culture, building the foundations for Slough's creative future.