



## Home Slough Creative Producer

Freelance, fixed term.

### Job description

**Job title:** Creative Producer

**Timescale:** Mid-September 2021 to March 2022

**Project fee:** £250-£333 per day for approx. 120 days mid-September 2021 to March 2022 - (minimum 70 days).

**Contract:** Freelancers, Job Shares and Company proposals accepted.

**Reporting to:** Programme Lead

**Location:** We envisage a combination of remote online working and delivery in locations around Slough.

**Responsible for:** Project specific freelancers and volunteers

**Working closely with:** Engagement Manager, HOME Slough

### Main purpose of the role

This is a new interim post for HOME Slough and one that will be critical in helping us reset the project following both the pandemic and staffing changes, helping it to deliver an exciting programme of art for Slough whilst building deeper and more impactful relationships with our local communities.

HOME Slough as a CPP project fundamentally believes in putting communities at the heart of programming. Our programme is co-designed and co-created with local communities, groups, and residents. We aim to increase the quality and range of art that comes to Slough and is made here, and to build partnerships with national and international organisations for the benefits of residents and the local cultural infrastructure.

Your role will be to ensure it happens, from the practical 'know-how' to adding inspiration, aspiration and ambition to ideas arising within Slough, securing partners experienced in reaching new audiences and producing inspiring work, and supporting them to partner with and mentor local creatives and communities so a legacy is left.

The main purpose of the post will be to support the delivery of a 6-month programme for HOME Slough (October 21-March 22), working closely with community members to co-design, inspire, plan and co-produce a programme arising from local need, talent and opportunities. This should be partnered with the ambition to reach and inspire new audiences across Slough.

You'll be a dynamic producer and a people-person wanting to help local individuals and groups to develop their curating and producing skills, and to realise their creative ideas - from micro-Festival events across Slough, to community-led creative responses to programme ideas, to local neighbourhood get-togethers and everything in between.

Alongside the Engagement Manager, you'll be a key point of contact for members of our evolving creative community, and a font of great ideas, information and insight into how HOME Slough can better support and engage our local communities into the future.

The work builds on and evolves HOME Slough's previous work.

## **Key duties and responsibilities**

The main responsibilities will be:

### Producing

- To work closely with the Programme Leads, Community Programming Board (representatives from the local community and cultural sector) and the Engagement Manager to co-develop a six-month programme (October 21 to March 22) of activity that supports the building of producing and curating skills in local communities and local cultural organisations
- To support partners to plan, produce and present these activities in locations across the borough, supporting community groups and participants to contribute, grow and share their skills throughout the process
- To work with the delivery partners to develop and prepare event proposals, event plans and other relevant documents
- To ensure that these plans take into account the needs of different communities or individuals participating to provide inspiring, safe and enjoyable creative experiences for a diverse population, particularly as most delivery will be in non-traditional venues
- To negotiate fees and contracts for the work and work with HOME Slough's Programme Leads to issue those contracts in line with the SCVS's contracting system
- To identify the appropriate technical, production and artist liaison teams required for each activity
- To work closely with the Community Programming Board and Programme Leads to provide them with necessary information
- To attend team and other meetings as required

### Communication

- To work closely with the rest of the team in HOME Slough to develop and maintain relationships with key communities and individuals across Slough
- To listen to local feedback on HOME Slough and work with the wider HOME Slough team to create responses to local ideas, needs and barriers to engagement

- To work with the rest of the team to keep the community, stakeholders and funders informed and engaged with HOME Slough's work and to elevate HOME Slough's local impact

## Financial

- To manage producing budgets as agreed with the Programme Leads, reporting back regularly on expenditure and forecasts
- To work within HOME Slough's agreed finance and accountancy procedures
- To actively keep in mind opportunities for alternative funding sources and opportunities for legacy funding

## Monitoring and evaluation

- To ensure that all activity for which the Creative Producer is responsible is properly evaluated and that the necessary information is available for monitoring and evaluation
- To work closely with members of the Community Programming Board on monitoring, review & development

## Staffing

- To manage any volunteer staff, temporary staff, or commissioned artists that may be required
- To work closely with local communities, artists, co-producers, presenters and other collaborators as required

## Other

Abide by Slough CVS and HOME Slough policies on safeguarding, equal opportunities, volunteering, Health & Safety, evaluation & monitoring

Any other duties that are commensurate with the post

## **Person specification**

### Essential

- Significant experience in developing and producing arts projects, ideally with a co-creation element or within a community context
- Experience and strong enthusiasm for working with diverse communities, with arts and culture from a diversity of communities, and with a varied range of art forms to realise ideas
- Experience of pre-production research and development on arts, community or other equivalent projects
- Experience of putting together and managing project budgets
- Experience of negotiating and writing contracts with artists, individuals, groups and partners

- Excellent presentation and communication skills
- Experience of managing contractors, commissions, staff or volunteers
- Ability to manage multiple priorities and meet deadlines
- IT skills including ability to use Excel and Word and to quickly learn how to use other IT systems appropriate to the organisation
- Ability to work effectively within a team and to lead, manage and motivate artists, staff, participants and partners to achieve outstanding results
- Knowledge of, and enthusiasm for, the arts and connecting communities through creative activity
- Positive and enthusiastic attitude, flexible, able to hit the ground running. Enjoy working in live and challenging environments with very little lead in time to deliver

### Desirable

- Language skills relevant to Slough's diverse communities
- Knowledge of Slough and its communities

## **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 **Friday 10 September 2021**. Questions will be made available to you in advance.

## **Other information:**

For an informal conversation before applying please contact James Gough, Programme Co-Lead: [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 welcome 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 (lead partner), 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.