



Creative Producer (Social Prescribing)

Closing date: 12noon Friday 27th November 2020

Interviews: Week Commencing 30th November 2020

Start Date: To Be Confirmed

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ABOUT THE BERNIE GRANT ARTS CENTRE

The Bernie Grant Arts Centre is a state of the art, purpose built arts complex in the heart of Tottenham Green, North London.

Designed by British-Ghanaian architect Sir David Adjaye, and opened in 2007, our site features a 274-seat theatre; 3 rehearsal spaces, a lounge cinema, café & bars; 20 creative workspaces, and an impressive outdoor square.

Inspired by the vision of the late Bernie Grant MP, we champion Black artists telling their own stories. We present a range of multi-disciplinary art form events, including theatre, performance, dance, literature, film, music and festivals.

Our mission is to remove the barriers that contribute to the under-representation of Black artists and audiences and to redress this imbalance by nurturing and celebrating the creativity in cultural diversity. By making the arts accessible to all, we seek to make a substantial and ethical contribution to the social and economic regeneration of Tottenham.

The Next Stage of Our Journey

This is an exciting time to join our organisation. We are in a period of renewal and growth, led by the recruitment of our newly appointed Artistic Director/CEO Hannah Azieb Pool (Southbank Centre, The Guardian). We have ambitious plans for our artistic and business strategies and are looking for exceptional individuals to join our small and dedicated team.

The Bernie Grant Arts Centre was recently awarded Elevate Funding from Arts Council England to help deliver our artistic mission and build organisational resilience. We are currently in the process of developing a three-year business plan to help drive forward the centre and secure a vibrant, sustainable future for this key cultural asset in the heart of Tottenham, North London.

We are committed to raising the profile of Black artists through presenting and co-creating high quality work and delivering artists development, creative learning and engagement opportunities.

BERNIE GRANT ARTS CENTRE

Creative Producer (Social Prescribing)

JOB DESCRIPTION

Post:	Creative Producer (Social Prescribing)
Reporting to:	Artistic Director/CEO
Responsible for:	N/A
Salary:	£30,000 pro rata, 5 month freelance basis, full time

Main Duties and Responsibilities

Project Management

- Manage production schedules, acting as lead liaison in ensuring all project partners are on track with timelines.
- To support the practical achievement of the work through careful time management and scheduling.
- Meet ambitious targets and milestones and monitoring delivery.
- Manage the project budget, ensuring financial accountability and that spending is within budget parameters at all times.
- Provide regular budget updates.
- Lead on funding reporting.

Communication/ planning

- Act as lead point of contact between BGAC, artists and social prescribing partners.
- Create dossiers to promote projects.
- Lead on correspondence and stakeholder reporting.
- Ensure clear, transparent communication between BGAC and partners.

General

- Provide reliable production support supporting the successful delivery of project.
- To ensure the programme is diverse and representative of the community that surrounds the BGAC.
- To create a legacy programme from which BGAC can extend its reach as a leading partner in social prescribing.
- To ensure a good range of local artists are programmed.

- To work with the Artistic Director & Community Organiser on developing the content of the programme.
- Where appropriate, to represent BGAC at project and other meetings and sessions with stakeholders.
- To take the lead on ensuring safeguarding administrative requirements for performances/projects are thought about and actioned in advance, including keeping up to speed with requirements for child licenses and exemptions, DBS checks and permissions forms including requirements around DPIA. This will be in conjunction with the allocated event manager, in consultation with the relevant Participation Producer.
- To source materials and equipment for projects and events.
- A unique ability to creatively respond to themes, issues and ideas within a social prescribing context.
- To issue contracts, request technical information, manage schedules and in some cases the practical event delivery of the programme.

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

Key Performance Indicators

- The launch of a new social prescribing events programme for BGAC
- Well managed budget that supports the development of the creative events programme.
- Meeting deadlines
- Providing timely and accurate information
- Successful fundraising bids to support the legacy of the programme
- Meeting schedules and budgets

PERSON SPECIFICATION

We are looking for:

- Experience of programming ticketed and free live arts events to the highest standards in a cultural or heritage setting.
- Experienced in commissioning new work with a range of Black artists and companies.
- Experience of project managing performances and events derived from non-professional participation or presented in public spaces.
- A focused and results orientated member of the team who works well at gaining buy in from stakeholders and finding answers to intricate problems.
- The ability to apply project management and business planning processes, and able to make the most of scarce resources.
- Excellent communication skills.

- Outstanding collaborator and exceptional team player.
- Ability to work collaboratively within and across departments thinking strategically and working across a wide range of disciplines within complex environments.
- The ability to identify and maximise entrepreneurial and partnership opportunities
- Is able to demonstrate an understanding and commitment to the role that diversity and inclusion play in the artistic programming at the BGAC

Desirable Skills and Experience Required

- Minimum 4 years' experience in an arts programming/Creative Producer role in a cultural or heritage setting
- Proven experience of programming in a range of venues or sites.
- Experience of commissioning artists to respond to a brief.
- Experience of budgetary responsibility for income as well as expenditure
- Proven track record of creating stand-out creative content.
- Proven experience of developing strategic/delivery partnerships at a range of levels within the arts, statutory and community and voluntary sectors
- Knowledge of safeguarding for children and young people and vulnerable adults

We would love to hear from you if you are passionate about working with those for whom there are barriers to the arts. You may have an arts background or training as a creative, but this may have come from paid or unpaid work, maybe in a youth work role, or in a healthcare position or via a charity or local community organisation. We are committed to equality of opportunity and welcome applications from all sections of the community, we encourage candidates within the local community to apply.

To apply, please submit your **CV and covering letter** (no more than two pages) outlining your interest in the role and how your skills and experience meet the job description and person specification. Please also complete the **Equality and Diversity monitoring form**.

TERMS OF EMPLOYMENT

Salary:	£30,000 pro rata, 5 month freelance basis, full time
Period of contract:	Freelance agreement (Self-employed/Casual - Please note that you would be expected to submit your own self-assessment and pay any tax directly to HMRC for any hours worked)
Notice Period:	One week
Hours:	To be confirmed