



WESTON PRESENTS EMERGING PRODUCER PROGRAMME

ABOUT US

Theatre Orchard's mission is to build and promote the value of culture as a dynamic, transformative force for community and economic regeneration in North Somerset. For the past 13 years we've partnered with high quality artists and organisations to create outstanding cultural experiences for people in North Somerset. We're specialists in community participation, creating and presenting diverse work with, for and by the people of North Somerset.

Since becoming an Arts Council England National Portfolio Organisation in 2018, we've reached over 20,000 audience members, supported over 300 artists; including six international companies, and worked with 3,000 people through creative engagement.

Culture Weston is a new initiative managed by Theatre Orchard that places cultural activity and opportunity at the heart of the town's daily life and future growth.

ABOUT WESTON PRESENTS

Weston Presents is a programme that aims to transform Weston as an ambitious cultural democracy. A hyper local programme that will deliver outstanding creative and cultural experiences with, for and by Weston's communities as participants, decision makers, creators and audiences, using culture to drive community regeneration and re-connection following the pandemic.

ABOUT THE ROLE

We are seeking 2 enthusiastic individuals to join our small and committed team. The role will encompass a range of responsibilities connected to developing and enabling a local creative and cultural events programme and inclusive community engagement and participation activities.

The role is a development opportunity aimed at people who want to build a career in the creative sector, but who are currently facing barriers. We are not looking for a specific level of experience.

What we're most interested in is your enthusiasm, passion and potential. You will have your own areas of responsibility, which are outlined below, but what you do will also be shaped by what you enjoy and what you can contribute, as well as what we need.

Each day will be different, but you will never be asked to do anything that you haven't been properly trained, or supported to do, or are not comfortable doing. But you will also be expected to be the sort of person who gets excited about learning new things. We are always learning and trying new things at Theatre Orchard and Culture Weston and we will provide support, training and mentoring to support your growth and development in the role; so we're looking for people who are excited about the prospect of the new, the different, the challenging.

The role will be a chance to develop your skills in and find out more about:

- Producing festivals
- Community engagement
- Creating events
- Promoting gigs
- Programming and booking performers
- Marketing and promotion
- Fundraising and managing budgets

- Managing live events

Disabled people, those from Black, Asian and ethnically diverse backgrounds and people under 30 are under-represented in our workforce so we particularly encourage applications from people in these groups.

JOB RESPONSIBILITIES

You will:

- Support the administration, planning and delivery of a programme of festivals and live events in Weston
- Support the administration, planning and delivery of an inclusive community engagement and participation offer for Theatre Orchard and Culture Weston
- Work with professional artists and the Theatre Orchard and Culture Weston teams to develop a programme of regular engagement and participation activities and events across a range of creative disciplines
- Develop and maintain relationships with community groups, facilitate engagement between artists and community groups and seek out and promote opportunities for creative work in the local community with under-represented communities
- Develop opportunities for different community groups to have a voice in programming, attend performances and review work
- Research funding and partnership opportunities
- Assist with the marketing and promotion of engagement and participation activities, festivals and live events
- Assist with managing projects budgets
- Assist with data collection and evaluation of engagement and participation activities and events

PERSON SPECIFICATIONS

Essential

Key Attributes

- Great people skills
- Enthusiasm for working in the arts sector
- Strength and confidence in building and maintaining positive relationships with people from a range of backgrounds
- Good administrative and organisational skills
- A creative approach to problem solving and an ability to make things happen
- Enjoys being part of a team but can also work independently
- A commitment to inclusion in the arts

Personal qualities

- Motivated and comfortable with working in different environments
- Confidence in suggesting new ideas and ways of working
- Good written English and a great attention to detail
- Interest in local events, groups and activities

Desirable

- Experience of working with young people and/or adults in a participatory context
- Personal and/or professional experience of artistic/creative practice
- An understanding of Weston-super-Mare's cultural and community landscape

Details of employment

- Fee: £100 per day
- Hours 1 day per week or equivalent hours thereof
- Contract: Fixed term freelance post for 6 months

This role will be based at our office in Weston-super-Mare, but flexible and remote working are welcomed, with travel to Weston-super-Mare as required. If you are working remotely we will do our best to ensure you have the equipment you need. Hours will be flexible. Mostly daytimes but with some weekend and evening working depending on planned events and activities.

HOW TO APPLY

To apply, please send a CV and covering letter explaining how your experience, skills and personal attributes are right for the role. Your covering letter can be a video or an audio file (no longer than 5 minutes) or written (no more than 2 sides of A4).

Your application should include:

- Why you are interested in this role
- An outline of how you match the person specification
- Details of your previous employment and work experience, including names of employers, dates of employment, job titles and a brief outline of your responsibilities
- Relevant educational and training qualifications
- Two references including phone and email contacts and when we can contact them
- A description of the barriers you have faced to gaining employment in the creative sector

Please download and return a completed equal opportunities monitoring form along with your application.

The deadline for applications is 2 June 2021.

Interviews will be held week commencing 7 June 2021.

Applications should be sent by email to admin@cultureweston.org.uk

Please write "Application for Emerging Producer" in the subject line. Please attach PDF versions of your cover letter and CV or send your video or audio files via We Transfer.

As an organisation we are keen to actively address issues around systemic racism through our creative work, and to diversify our staff team.

We positively encourage people from a range of backgrounds with different skills, experiences and stories to apply for the post. If you have any access needs around applying for this role, or would like any further information, or just to have a chat about the role, please contact: admin@cultureweston.org.uk or call Tom on 07791010546.