



JOB PACK
Programme Producer
(12 months post)

EAST ST ARTS

Hello

We are so pleased that you are interested in this post. If you don't already know us - East Street Arts are a creative social enterprise and charity. We create space for making art, social events and learning opportunities to make our cities better places to live and work.

Our work can be seen on buildings, the high street and in neighbourhoods. We are here to support artists as we believe they have the talent, energy, ideas and determination to change our worlds.

Founded by two artists 27 years ago, we continue to be led by Karen Watson and Jon Wakeman as Artistic Directors. The team is made up of 15 staff members and freelancers working across a diverse range of programmes and projects.

This is an opportunity for someone who wants to play a significant part in the progress of a thriving, dynamic and creative company based in Leeds and working nationally and internationally.

We are looking for someone with real passion and dedication to supporting artists deliver their work meaningfully to their peers and audiences. We always work with an entrepreneurial spirit, which means we like to do things differently, take risks and change our minds! We aren't afraid to fail and will always put supporting artists in creating quality programmes at the forefront of all our decision making.

If you're someone who loves to be organised, obsessive about detail, and takes pride in knowing you have supported the delivery of ambitious artist-led projects then this is the role for you.

We really want to hear from people with direct experience of project management and who enjoys working across a wide range of activities. We recognise how important it is to have the right creative and technical skills and experience to help us turn artists ideas and proposals into events and art works. We want to do this by ensuring we work with good materials and processes, think about our impact on the environment and to always encourage experimentation.

We encourage applications from those with less visibility in the arts. And specifically welcome

applications from LGBTQIA+, Disabled and Black, Asian and Minority Ethnic candidates. Self-definition is at the sole discretion of the applicant.

We are happy to make reasonable adjustments to our recruitment process, interviews and of course the way we work and our workplace to adapt to the needs of any employee experiencing access barriers.

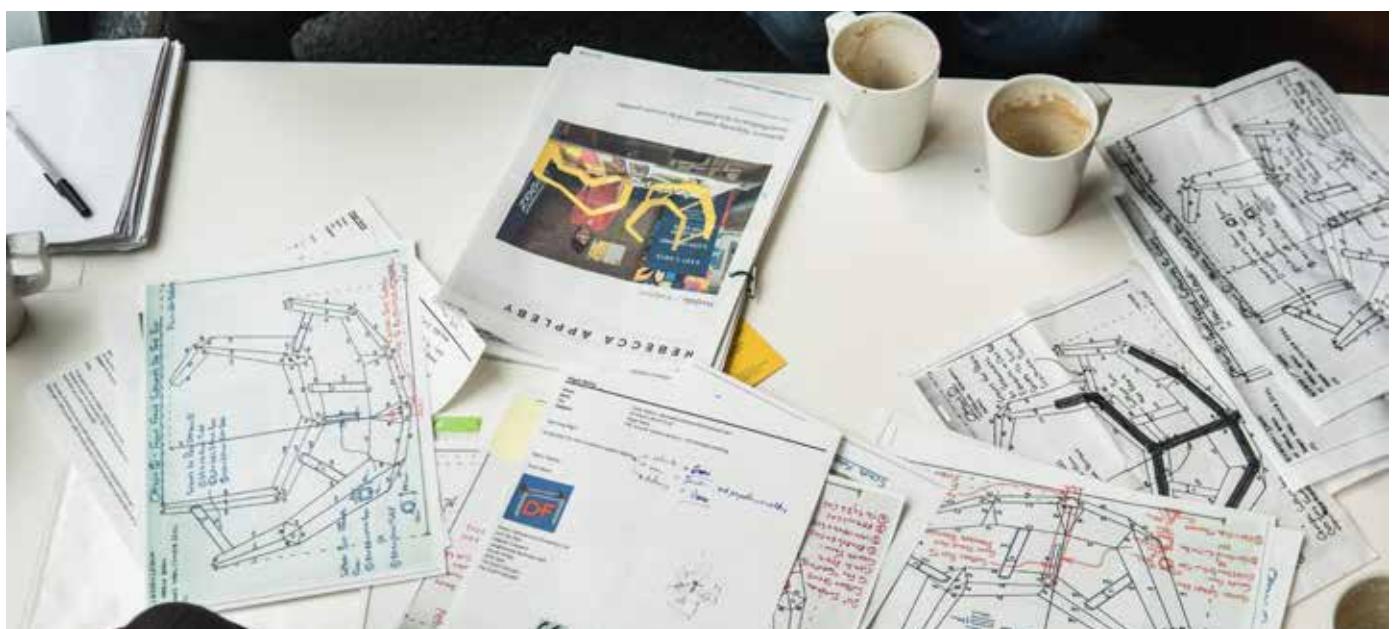
If you're interested in this role, but aren't sure if it is for you, you are welcome to contact us for an informal conversation. We can tell you a bit about what it is like to work here, and you can ask any questions you need to before committing to applying. We are trying to make our application process as open and accessible as possible, so if you have any feedback we would love to hear it.

Otherwise, read on and apply! We can't wait to hear from you.

Karen and Jon

PRODUCER

We aren't afraid to fail and will always put supporting artists in creating quality programmes at the forefront of all our decision making!



Role Overview

This is a new role for the organisation that is fixed for 12 months. If funding is successful and projects continue beyond the 12 month period it could be extended. You will be part of a larger team who are focused on the delivery and reach of the organisation's growing public-facing and artist support projects.

The Programme Producer will support and report to the project leads and will be responsible for the coordination and delivery of projects we have programmed for the next 12 months. You will plan and deliver a range of events, activities, residencies and new artworks.

This will include: day to day budget management; timetabling; physical requirements on site and in venues; artist liaison; risk assessments and inductions on equipment and facilities; transport and accommodation needs; communications across all members of the team and with external partners; preparation and packing up of sites and venues; ordering and storage; and research and development.

We have some very exciting projects currently live or due to be launched over the next six to twelve months. They are not all listed here,

but the kind of activities you will be involved in include:

Heritage Action Zone

<https://historicengland.org.uk/services-skills/heritage-action-zones>

We are working with Historic England, Leeds City Council and a consortium of organisations spanning culture, heritage and hospitality to deliver a new cultural programme between 2021-2024 that will invite current and new audiences to be part of the redevelopment of New Briggate. Right now, we're halfway through delivering a small project that will pilot and test out some of our approach for a larger three year programme that is funding dependent.

Neighbourhood Plan

Neighbourhood Planning is a new way for communities to have a say in the future of the place that they live and work. It gives residents and business owners the power to produce a plan with real legal weight that directs development in the local area. This includes where new homes, shops, offices, and public spaces could be built. East Street Arts is leading on the first artist-led Neighborhood Plan in the UK. The Burmantofts, Mabgate and Lincoln Green Neighborhood Plan has had its boundary agreed and we are working with artists to develop the scope and the forum that will take it forward.

Cont...



Role Overview cont.

Season for Change

We have commissioned four artists to create interactive public-realm works that bring together science, art and activism as part of the national festival Season for Change: a programme responding to climate change initiated by Arts Admin and Julies Bicycle. Each artist will create a series of participatory activities with residents in Burmantofts and Lincoln Green, and produce a new artwork that re-centres the climate change narrative within the communities most impacted by its outcomes.

These three projects are led by Helen Moore (Engagement Lead), who you will work closely with on all aspects of the projects.

Art Hostel commissions

East Street Arts opened The Art Hostel in a pop up venue in Leeds City Centre and successfully ran an alternative affordable place to stay for three years that was completely designed by artists. The new Art Hostel is due to open in Burmantofts in April 2021. There are currently 17 Art Hostel commissions that need to be developed and installed from now until next April ensuring we work safely at all times during COVID 19. You will work closely with Rufus Newell, our in-house Technician, to support the preparation of the site and liaise with the artists and their needs.

Artist House 45

Artist House 45 is a live/work residency project based in a two bedroom back-to-back terrace in Beeston, South Leeds. The project is focused on investigating long term engagement residencies and artist-led housing as a sustainable and alternative approach. We are not programming the residencies during COVID 19 but there will be support needed focused on completing one of the residencies remotely, drawing together documentation and the development of a publication.

A City Less Grey

A City Less Grey is an award winning public art commissioning programme injecting colour

and innovation into and with our communities which includes the UK's tallest piece of street art, Athena Rising by NOMAD Clan. Two new works within A City Less Grey will be realised over the next 12 months which you will support. A ceramic mural by artist Matthew Raw due to be completed in Spring 2021 and a mural by Portuguese artist Diogo Machado due to be completed in July 2021. Both of these projects have participation and engagement at the heart of their approach.

Artist Support programmes

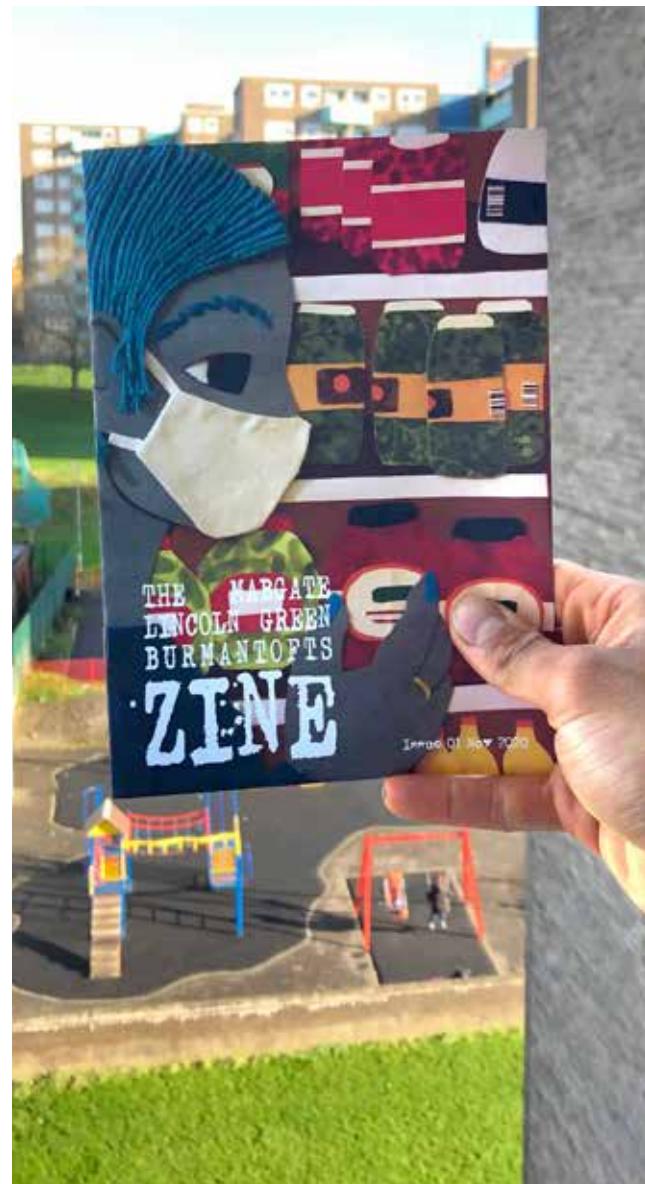
Our Space and Place Lead, Liz Ainge, is developing a new area of our work which is focused on artists professional support programmes in collaboration with Local Authorities. There is a strong team working on these programmes. However there may be times when they need further support, advice and some hands on delivery. We are currently working in Derby, Doncaster and Grimsby

We believe our purpose is rooted in the urgent need to ensure better livelihoods for artists and our neighbours.

A day in the life at East Street Arts

The projects you will work on are diverse. You'll spend your daily life multi-tasking; from writing project schedules and updating budgets, to making sure the spaces and locations that artists will be working in are safe and ready. Producing an accessible and inclusive programme of projects that facilitates the ambitions of the artists we are working with will be your day-to-day focus.

A lot of the work will require problem solving, creative thinking and building your understanding of the complexities of a range of artist practices. You'll be resourceful, ready to get involved in the range of work we do and supportive of your co-workers.



Purpose of the role

Responsible to: Engagement Lead

The Programme Producer is responsible for the day-to-day operations and tasks that supports the organisation to successfully and smoothly deliver a wide range of existing and planned projects, events and activities aimed at artists, audiences and participants.

Working closely with the senior team members (Space and Place Lead, Artist Support Lead and Engagement Lead) you will ensure project and activity completion through excellent planning and delivery across budgets, communications, scheduling, installation, evaluation, operations, problem solving and reporting. You will be committed to producing the highest quality experience for the artists and audiences we are working with.

Current projects are focused on extending the organisation's relationship with specific audiences and participants as well as sharing and growing our understanding of issues including climate change, censorship, neighbourhood planning, infrastructure development and regeneration.

Person Spec

Essential

- Experience of delivering multi range and site projects, manage workload and meet deadlines
- Well-rounded interpersonal skills and confident in communicating and collaborating with people from a variety of backgrounds and fields.
- Good attention to detail and thorough in delivery
- Knowledge of good practice through inclusion and equity
- Evaluation and reporting skills
- Ability to communicate with a wide range of people from diverse backgrounds
- Methodological and organised
- Passionate about artists and engagement with art
- Proactive and self-motivated
- Flexible approach to working hours with events and activities taking place on evenings and at weekends
- Excellent IT skills and experience of using on-line communication platforms such as twitter, Instagram and face-book
- Prepared to work across different locations
- Able to respond to challenging situations calmly and creatively with a DIY approach at heart.
- Committed to diversity and equity, with experience in creating inclusive environments and programmes

Desirable

- Good familiarity with photographic and video documentation
- Practical skills working with a wide range of materials and building techniques
- Knowledge of Leeds art scene



Key Responsibilities

Programme

- Develop a cohesive delivery plan for a range of projects, events and activities including artist residencies and support programmes, public facing projects and learning activities.
- Report on progress and achievements, collating data and assessing whether we are meeting our targets/goals
- Support artists, freelancers and volunteers through issuing contracts, reviewing delivery plans and offering advice
- Work closely with artists involved in our projects to ensure they have what they need to be able to realise their work and support the install or deliver an activity with a high standard of pastoral care
- Support the development of digital understanding and explore access needs to those with digital poverty
- Attend external development meetings where appropriate
- Problem solve and find creative ways to deliver activities
- Lead on ensuring all project outputs are relevant, inclusive and accessible.
- Communicate artist and audience access needs clearly and ensure relevant adjustments are in place.

Delivery

- Support specific projects and activities to coordinate all aspects of delivery (digital as well as on site and we will operate at all times a COVID 19 health and safety assessment and process)
- Assess health and safety, risk assessments and access needs
- Lead on all scheduling and timetabling
- Site and venue preparation, sourcing equipment and facilities and general housekeeping

- Lead on the liaison, negotiation and good relations with clients and partners including local authorities, schools and community organisations
- Ensure that projects and events are compliant with legislation around safeguarding
- Ensure equipment of facilities being used through our activities are looked after, booked out and returned complete
- Oversee our external spaces around Complex and communal spaces being used for projects and activities are kept tidy, fixtures and fittings are looked after and things are put away and stored efficiently

Finance

- Work with the Engagement Lead, Artist Support Lead and Space and Place lead to manage and report on project budgets
- Ensure a high standard of financial administration including invoicing, receipts and expenses.
- Monitor payment schedules and financial agreements across contracting
- Report any budgetary issues quickly to the project leads.

Comms/evaluation

- Support access for all our activities and ensure widest possible engagement
- Work closely with the Communications team to support the promotion and dissemination of the projects, raise profile, inform partners, and highlight opportunities
- Ensure all events are documented to a high standard through image and text
- Collate relevant documentation to ensure the archive is up to date

Terms of the brief

Salary: £26,000

Reports to: Engagement Lead

The role is offered as a full-time post with a fixed term 12 month contract.

Flexibility can be offered where needed, including split working from home and on site. This will be assessed on a case-by-case basis and reasonable adjustments will be made.

Our office is open Monday to Friday, 9am - 5pm although activities will necessitate some evening / weekend commitments and travel.

East Street Arts base is at: Patrick Studios, St Mary's Lane, Leeds, LS9 7EH.

Full time annual leave is 25 days in addition to 8 bank holidays, which is pro-rata'd at 148.5 hours a year including bank holidays.

Probation period: 6 months

Notice period: 1 months

How to apply

Deadline:

10am on Friday 8th January

Pre application

If you are interested and would value an informal conversation about how it may suit you at this stage in your career, we would love to hear from you.

Please contact Karen Watson (Artistic Director) on karen@esamail.org.uk or on 0113 248 0040 to arrange a call.

Submitting an application

Please complete the attached application form and submit to:

Rosena.stevens@esamail.org.uk

Before starting your application, please do take a read through and contact us if anything is unclear or if you need support in making your application.

If you would prefer to make an application by

video or voice recording, it should be no longer than 5 minutes and provided as a google link. In the video, please tell us:

- Your name, postal address, phone number and email address
- Why you are interested in this role and contributing to the work of East Street Arts
- What skills, knowledge and experiences you have that are relevant to the role
- Self-describe any barriers you may have faced in gaining access to the arts. You may also want to identify how you overcame those barriers and/or what further resources might help with this if these barriers remain in place.
- Your top three professional achievements and why you're proud of them

We do offer all of our team members training, mentoring, networking and other support – so if there are areas of the job you're not completely confident with, let us know and we can work out ways of supporting you better.

Recruitment and selection process

Applications are due for submissions by:

10am on Friday 8th January

Job interviews will be:

Thursday 14th January

If this date is a problem for you please let us know in your application.

If invited to interview, we will ask you if you need any reasonable adjustments. This includes reimbursing reasonable expenses incurred within the UK.

Interview questions and process will be distributed in advance, in order to give you time to prepare. The panel will include: The Artistic Directors, Karen Watson and Jon Wakeman; and Engagement Lead, Helen Moore

Interviews are likely to take place online through video call.

We will aim to let all candidates know the outcome of their interview by the end of that week.



EAST ST ARTS
making space for artists
registered charity 1077401
eaststreetarts.org.uk

@eaststreetarts



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

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