

FESTIVAL PRODUCER

JOB DESCRIPTION

Job Title:	Festival Producer
Salary:	£12000.00 - £16000 (Fixed Fee)
Employer:	Sandwell & Birmingham Mela
Location of post:	2 Lombard Street West West Bromwich West Midlands, B70 8EF
Responsible to:	Chair
Responsible for:	Volunteers and freelancers

You will work for a minimum of 96 days over a 10-month period between 20th February and November 2018. The role will possibly be extended. Over this period your main areas of responsibility will be to:

- To produce, develop and coordinate a weekend of activities for the dedicated arts and crafts zone and visual arts commission
- Develop and deliver the engagement and artistic strategy for the event
- Research and development for a programme of artist-led commissions and engagement activities for the 2020 anniversary event

Your time will be structured as follows (Exact days/week to be agreed with the chair):

March

April: 14 days (3 days/week)

May: 13 days (3 days/week)

June: 20 days (full time)

July: 10 days

Aug: 2 days

September – October: 14 Days

November: 2 Days

You will be responsible for your own tax and national insurance.

Overall Purpose:

The Festival Producer develops and delivers high quality new commissions / productions and events for the Sandwell & Birmingham Mela. The Producer will research future projects and develop a Mega programme for the 2020 anniversary event. The Producer may be assigned a number of projects, which he/she will develop within the event framework with the Mela team.

Key Responsibilities:

All appropriate services necessary to achieving the above purpose, and in particular:

- Provide artistic leadership and ensure the successful delivery of stage one and gearing up for the 10th anniversary programme of artist-led commissions and engagement activities. This will include a detailed plan for a future programme for 2021 of arts activities to tour, commissions and mega celebrations at the event site.
- Refine and review the overall project aims and outcomes in consultation with the Mela Group and partner arts organisations. Produce regular updates and a final arts activity plan to the Chair.

- Work closely with artists and local partners to commission and project manage a series of artist-led community consultation events.
- Developing relationships with and working with artists/creative teams to develop commissions and projects, including working with them to recruit artistic collaborators, to R&D ideas and to develop schedules and manage the logistics of the project, working with the Mela production manager
- Working with the Executive Producer, Arts on the Waterways, commission and manage research and evaluation, in collaboration with Canal & River Trust and Audience Agency representatives.
- A number of the future Mela projects for 2020 anniversary will be co-commissioned and/or co-produced with local, national and international partners. The Producer will be expected to:
 - in conjunction with the Chair, build relationships with, and conduct and resolve negotiations with, any Co-commissioners/Co-producers of their project/commission
 - carry out research and development, consultation events and draw up summary proposals, budgets, schedules or other relevant information when requested;
- Working with the internal and external teams and other members of the event team as required to feed into the development of commissions/projects;
- You will manage and oversee the delivery of the local and national press for the event, including the recruitment of a freelance PR individual or company
- To attend meetings of the Board, and updating on areas of responsibility and relevant reports as necessary.
- You will work with the board regarding the organisations artistic development in terms of strategy.
- To ensure that all commissions and projects are properly evaluated and that the necessary information is available for monitoring and evaluation
- Work respectfully and productively with artists, local partners and communities.
- Any extension of this specification so as to provide any other such services in pursuit of the overall objective as the Artistic Directors of the event may from time to time reasonably propose.

You will be committed to working for Sandwell & Birmingham Mela, with your time divided throughout the year to ensure the successful delivery of the programme and must be available between 10 July – 17 July 2018, specifically during the festival delivery week, to work full time.

PERSON SPECIFICATION

Sandwell & Birmingham Mela are looking for highly talented and experienced creative producer, with demonstrable expertise in devising, shaping, leading and delivering excellent socially engaged, outdoor arts and public art projects regionally, nationally and preferably internationally. The appointed will have experience of successful cultural partnership working and managing community partnerships.

The ideal candidates will be exceptional individuals with the ability to provide the strong, ambitious and imaginative artistic leadership needed to help shape and implement the creative vision of the Sandwell & Birmingham Mela's new programme, for 2021. The selected will be able to demonstrate a passion for connecting diverse communities, working with artists across art forms, touring work to new audiences. They will have a strong understanding of the local area.

Essential Skills, Experience and Attributes:

- Demonstrable experience of developing and producing projects of scale in the arts, ideally across a range of art forms
- A demonstrable track record in successfully steering complex projects from start to completion
- Financial literacy, including experience of putting together and effectively managing large scale project budgets
- Excellent presentation and communication skills, and the ability to work with a wide range of people from varied backgrounds
- Ability to manage multiple priorities and meet deadlines
- Ability to work on his/her own initiative as well as part of a team
- Strong IT skills in office-based software
- At least 2 year's experience within this field
- A passion for the arts.

Desirable Skills, Experience and Attributes:

- A knowledge of contemporary arts practice
- Experience of working in a festival environment
- Experience of reporting to funders and project evaluation
- Experience of raising funds
- Marketing skills, including management of media relations
- Excellent interpersonal and presentation skills
- Driving license.

Time frame

Application deadline: 10am, 15 January 2018.
Shortlist devised and contacted: 22 January 2018.
Interviews: 28-29 January 2018.

Guidance Notes for Applicants

The closing date for receipt of completed applications is **10.00 am 15 January 2018**. We regret that applications received after that time cannot be considered.

Please send your completed applications to **info@birminghammela.com**

Please insert **APPLICATION FOR PRODUCER** as the subject.

Shortlisted candidates will be contacted by email or phone and invited to an interview on **27-28 January 2015** in Birmingham.

Whilst we will work to accommodate every applicant, please do your best to ensure you can be available for this day.

APPLICATION FORM: PRODUCER

Sandwell & Birmingham Mela is striving towards equal opportunities and welcomes applications from all sections of the community.

PERSONAL DETAILS

<i>Title:</i>	
<i>Surname:</i>	<i>Other names:</i>
<i>Address:</i>	
<i>Postcode:</i>	
<i>Home telephone number:</i>	<i>Work telephone number:</i>
<i>Mobile telephone number:</i>	<i>E-mail address:</i>

IF CURRENTLY EMPLOYED, CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)

<i>Name and address of Employer</i>	
<i>Job title:</i>	<i>Date of appointment:</i>
<i>Period of notice required/Leaving date if not now working:</i>	
<i>Reason for leaving:</i>	
<i>Please provide a brief outline of your main responsibilities</i>	

PAST EMPLOYMENT

Please start with your most recent employment and continue on a separate sheet if necessary

<i>Date of Contract or Employment From: To:</i>	<i>Name and Address of Contractee or Employer:</i>	<i>Job title and brief details of main responsibilities:</i>	<i>Reason for leaving:</i>

EDUCATION

<i>Date obtained:</i>	<i>Name of school, university, college etc:</i>	<i>Qualifications obtained:</i>

PROFESSIONAL QUALIFICATIONS

Please start with the most recent qualification and include any currently being pursued.

<i>Date obtained:</i>	<i>Name of school, university, college etc:</i>	<i>Qualifications obtained:</i>

SUPPORTING STATEMENT

Please write a separate statement answering the following questions:

1. Why do you want to work with ZEE Sandwell & Birmingham Mela and take on the role of Festival Producer? (500 words max)
2. In your opinion, what makes you the right candidate for this role? (700 words max)
3. Please submit 2 recent pieces of work, one that demonstrates your artistic producing skills and one that demonstrates project management.

REFEREES

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

<i>Name of referee:</i>	<i>Name of referee:</i>
<i>Name of organisation:</i>	<i>Name of organisation:</i>
<i>Occupation:</i>	<i>Occupation:</i>
<i>Address:</i>	<i>Address:</i>
<i>Postcode:</i>	<i>Postcode:</i>
<i>Email:</i>	<i>Email:</i>
<i>Contact number:</i>	<i>Contact number:</i>
<i>Relationship to you:</i>	<i>Relationship to you:</i>

<i>May we request a reference</i>	<i>May we request a reference</i>
<input type="checkbox"/> <i>at any time</i>	<input type="checkbox"/> <i>at any time</i>

<input type="checkbox"/> <i>only after an offer of employment</i>	<input type="checkbox"/> <i>only after an offer of employment</i>
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Please provide details of any special arrangements you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

DECLARATION

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed [can be typed]:

Date:

EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

PERSONAL DETAILS

Name:

Date of Birth:

Gender (please tick)

Female:

Male:

CULTURAL DIVERSITY

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

<i>Black British</i>		<i>Asian British</i>	
<i>Black African</i>		<i>Pakistani</i>	
<i>Black Caribbean</i>		<i>Indian</i>	
<i>Any other Black background</i>		<i>Bangladeshi</i>	
<i>White British</i>		<i>Any other Asian background</i>	
<i>White European (non British)</i>		<i>Chinese</i>	
<i>Any other White Background</i>		<i>Any other Chinese Background</i>	
<i>Any other or mixed background (please specify)</i>			

Do you consider yourself to have a disability?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please state the nature of your disability: