

Creative Estuary Producer - The Brief

Creative Estuary is seeking to appoint a freelance Producer to steer and support the Creative Estuary Co-Commission Partnership programme for the Thames Estuary area, throughout 2024 and 2025.

The Pitch...We are ambitious, are you?

As Creative Estuary Producer you will lead our Co-Commissions Partnership programme which will be launched through a call-out to the Creative & Cultural Industries sector. We will be seeking to secure between 6-10 creative projects across the Thames Estuary in Medway, Swale, Gravesham, Thurrock, Castle Point, and Basildon. Grants will be awarded to the selected projects and a bespoke package of support will be agreed with the selected project leads.

You will coordinate and guide the selection of projects from our call-out. You will then work closely with the leaders of those selected projects to provide support and ensure their success.

You will set-up effective communications, systems, and manage associated resources to ensure the success of those projects. You will steer this programme of Estuary-wide projects by bringing the project leaders together to support and learn from each other as they progress their creative projects.

In particular, you will support the project leaders to deliver effective engagement with local communities. You will also ensure that young people have practical and exciting opportunities to learn and work within these local projects.

You will have excellent communication skills and expertise in building lasting relationships. You will have expertise and knowledge of more than one artform or sub-sector of the Creative & Cultural Industries. Your organisational skills will be spot-on, and you will be able to prove that you have the ability to support others to achieve their best at local level.

How to apply: DEADLINE 12noon Friday 31st May 2024.

Please send your CV (max. 3 x A4 pages) and a covering letter of no more than

2 x A4 pages answering the following questions.

1. What makes you the right person for the role?
2. What would you hope to achieve by working with us in the Estuary throughout 2024 and 2025?

Applications to: Natalie Reuter info@creativeestuary.com

For an informal pre-application discussion email Natalie to book a slot for a call.

NB. Interviews will be held face to face at Chatham Historic Dockyard, Medway.

The Role - Production and development of creative projects

1. Manage the selection process of co-commissioned projects following a call-out; including shortlisting and interviewing applicants as part of a selection panel led by the Creative Estuary Director.
2. Develop partnerships with the successful project leaders to deliver ambitious creative projects at local level, across the Estuary.
3. Provide creative overview and coordinated management of the projects across the Estuary (6-10 projects), and ensure that resources and creative opportunities are maximised.
4. Ensure the project leaders are committed to, and have practical plans to, ensure equality, diversity, and inclusion in all aspects of delivery and presentation.
5. Ensure all projects include the involvement of young people in the development, delivery, and presentation of the projects. Where the projects provide work placements for young people, monitor progress and be the first point of contact for the young person, on behalf of Creative Estuary.
6. Negotiate with the project leaders to identify their need for support from the Creative Estuary team and from our local authority partners. Agree bespoke packages of support, with the project leaders, and in addition to the grant awards, to ensure success of the projects.
7. Facilitate linkage of projects with the Estuary Festival, June 2025, where appropriate.
8. Attend project events and presentations as required throughout the programme.
9. Represent the ambitions and interests of Creative Estuary and the University of Kent in all aspects of the co-commission partnership projects.

10. Champion diversity and the involvement of young people in the co-commissioned projects focused on local places which together will form a unique programme of ambitious creativity in the Thames Estuary.

The Role - Finance and reporting

1. Manage the programme budget, monitor and report on expenditure for the programme, and keep accurate records; have oversight of the grant agreements for each project. Produce update reports including data analysis as the programme requires.
2. Ensure programme compliance with the requirements of our Place Partnership grant from Arts Council England, including data gathering and reporting; and, set-up and attend project development and monitoring meetings as required.
3. Work with the Creative Estuary Project Officer to monitor the grant agreements and ensure compliance with University financial systems and rules; including setting-up the payment schedules for the grants to the co-commissioned projects to ensure smooth running of the grant agreements.
4. Manage evaluation of the projects and lead workshops to gather lessons learnt and recommendations for future projects/programmes, feeding into the overall evaluation of the Creative Estuary programme.

Main contact: Lorraine Cox – Director, Creative Estuary. Regular contact, reporting meetings, and calls will be arranged to support and guide the Creative Estuary Producer.

Other regular contacts: The Creative Estuary team – Assets & Place Manager, Project Officer, Lead for Branding and Partnerships, Communications Officer. The Estuary Festival Director/CEO. Project Manager for Kent County Council. Senior officers and Council members of our Local Authority partners: Thurrock, Castle Point, Basildon, Gravesham, Medway, Swale, and Ebbsfleet Development Corporation. The co-commissioned project leads/organisations and individuals. Local community representatives and community groups including creatives, heritage organisations, and local activists and community development led organisations, venue managers, schools and colleges.

Contractual timescale and likely work pattern

This contractual work will require irregular hours, including evenings and weekends from time to time. We anticipate the role will require 3 days per week over a period of approximately 18 months during 2024 and 2025. Completion of the projects is forecast to be November 2025.

Fees and expenses

We encourage applications from people with a wide range of experience and the confidence to take up the role. This role may provide the right level of challenge to someone with many years of experience and may equally be the right stepping stone for an emerging producer.

The Fee for the work is negotiable based on skills and experience, and conditional to the proposed approach to the role. The Fee will be in the range £160 - £230 per day, three days per week from the start of the contract until 31st November 2025 or other agreed end date by the Producer and Creative Estuary to complete the work.

The Producer is expected to travel around the Estuary. Travel expenses are paid for contractual work-related travel. Creative Estuary's climate and environmental policy dictates that public transport should be used preferentially. Most of the areas that will be used for the co-commissioned projects are accessible by trains and other public transport.

PERSON SPECIFICATION:

Essential Knowledge/Skills and Experience:

1. Experience of working as a Producer in the context of the Creative & Cultural Industries, or arts and culture in the community, or in education settings.
2. Knowledge and understanding of producing across more than one art form or sub-sector of the Creative & Cultural industries, arts, culture.
3. Evidence of project management experience, planning projects, and problem solving.
4. Experience of effective management of budgets, accurate record keeping, maximising resources and value for money.
5. Evidence of working effectively as part of a multi-disciplinary team.
6. Excellent communication skills in a variety of work settings and with a wide range of people.

Desirable:

1. Knowledge of the Thames Estuary area.

2. Professional network in the Creative & Cultural industries across more than one art form or sub-sector.
3. Understanding and experience of community development at local level.
4. Proven strategic skills in effective relationship and partnership development.

NB. Please feel free to use your paid, unpaid, voluntary, and work experience to explain how you fit this role.