4 August 2020

**Producer – Artist Projects**

Artsadmin seeks a Producer to join our team at an exciting moment of strategic change at the organisation.

* You will be an enthusiastic team-player who is passionate about producing a variety of interdisciplinary arts projects at a range of scales and contexts within a dynamic team
* You will be excited to work collaboratively with artists and young people in making and delivering projects that don’t easily fit in defined categories of artistic practice.
* The portfolio of projects you will take on will include but is not limited to [Up In Arms](https://www.artsadmin.co.uk/project/up-in-arms/) by Anna Maria Nabirye and Annie Saunders. You will also share responsibility on the delivery of the [Artsadmin Youth Programme,](https://www.artsadmin.co.uk/project/youth-programme/) alongside Artsadmin’s Engagement Producer.
* In the context of the projects above, you must have an understanding of the lived experiences of Black women and non-binary Black people.
* If you feel passionately about the role and fulfil most of the essential requirements below and can demonstrate transferable skills we would still encourage you to apply.
* This is a full-time position, offered on a permanent contract.
* We are actively seeking applications from Black producers for this role
* Salary:  £28,000-£30,000

To apply go to<https://www.artsadmin.co.uk/about/jobs>

Deadline for applications: 6pm on 31 August 2020

Interviews will take place on Monday 14 September 2020

If you have any technical difficulties or access requirements completing the online form please email [alexbrown@artsadmin.co.uk](mailto:alexbrown@artsadmin.co.uk) or call us on 020 7247 5102.   If you would like to discuss the role informally please feel free to contact Róise Goan, Artistic Director [roise@artsadmin.co.uk](mailto:roise@artsadmin.co.uk).

Thank you for your interest in Artsadmin.

Kind regards,

Róise Goan and Deborah Chadbourn

Artistic Director and Executive Director

020 7247 5102

Toynbee Studios, 28 Commercial Street London E1 6AB, United Kingdom

**WEBSITE** artsadmin.co.uk **TELEPHONE** +44 (0)20 7247 5102

**EMAIL** [admin@artsadmin.co.uk](mailto:admin@artsadmin.co.uk) **TWITTER** @artsadm

**DIRECTORS** FEIMATTA CONTEH, KATHERINE FERRIS, JOOST FRANKEN, CHARLES GARRAD, STELLA HALL, CHRISTOPH JANKOWSKI, ALISON RITCHIE, MHORA SAMUEL, JEREMY SMEETH. VAT REGISTRATION NUMBER: 657086117. REGISTERED IN THE UK NUMBER: 2979487. REGISTERED CHARITY NUMBER: 1044645

# **PRODUCER – ARTISTS PROJECTS Application guidance notes**

Please follow the checklist below to ensure you fully complete your application.

|  |  |  |
| --- | --- | --- |
| What? | Why? | Completed? |
| Read Guidance Notes | To ensure you send the best application you can, so you’re more likely to be shortlisted. |  |
| Research Artsadmin | This will tell you about who we are and the work we do: [artsadmin.co.uk](http://www.artsadmin.co.uk/) |  |
| Read the Job Description | This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form. |  |
| Read the Person Specification | These are the minimum requirements for the role. It is important that you clearly demonstrate these in your application. |  |
| Complete the application form | Please complete all sections as fully as possible. Remember to include all relevant experience including voluntary work, placements etc along with paid employment. The online application form can be found at [apply.artsadmin.co.uk](http://apply.artsadmin.co.uk) |  |
| Submit your application | You will receive a confirmation email. If you have any difficulties with your online application contact us 020 7247 5102 or email [admin@artsadmin.co.uk](mailto:admin@artsadmin.co.uk)  Deadline: 6pm on 31 August 2020. We cannot accept applications after this time. |  |

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# **ABOUT ARTSADMIN**

Artsadmin is a producing organisation, which enables artists to create without boundaries, connecting bold interdisciplinary work with local, national and international audiences. We also deliver free advice, training, and artist-led development opportunities for hundreds of artists: from young people getting involved in performance for the first time through to artists with established careers. In London’s East End we have established Toynbee Studios, a centre for the creation, development and presentation of new work, where, in our rehearsal, performance and meeting spaces, new talent is constantly nurtured.

Everything we do is underpinned by our core values. We aim to be:

* **Sustainable**. Raising awareness of environmental issues through the arts and seeking greener ways of working
* **Collaborative**. Developing long-term relationships with diverse audiences, artists and partners
* **Bold**. Encouraging artists to take risks, supporting radical approaches and promoting experimentation

Artsadmin has secured a long lease on Toynbee Studios in London’s East End until 2038. The building is also home to over 20 arts organisations/practitioners and offers artists, studio holders and audiences a creative centre to share and experience new work, attend workshops and talks, develop and present work. We collaborate with festivals, artists and other organisations to programme work that reflects our core values.

Working with disabled and non-disabled artists both emerging and established, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equity and inclusion at the core of its activities – as artist producers, advisors, curators and collaborators.

**Our anti-racist work on recruitment and retention:**

We are a [team](https://www.artsadmin.co.uk/about/whos-who/) comprising around 24 people where everyone’s contribution is valued. This job description was written with the collaboration of our anti-racist recruitment and retention comittee and with the advice and support of some external colleagues, including artists.  We acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. This can only be addressed through deep, ongoing, active anti-racist training and policy-making, which is now underway.

**For recruitment, we are committed to ensuring that there is:**

* A person of colour on the interview panel
* A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview

Once in the role, any successful candidate who is a person of colour will have access to an external coach or mentor to provide support in a majority white workplace. This support will be paid for by Artsadmin.

**Access support**

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you’d prefer to meet one of our team or talk through these guidelines please contact [access@artsadmin.co.uk](mailto:access@artsadmin.co.uk) or call 020 7247 5102.

**Equal opportunities**

Artsadmin is an equal opportunities employer, and positively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age.

This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

**London Living Wage**

Artsadmin pays a minimum of London Living Wage.

Find out more [about Artsadmin](https://www.artsadmin.co.uk/about/), [our policies](https://www.artsadmin.co.uk/about/our-policies/) and [how we work](https://www.artsadmin.co.uk/about/how-we-work/).

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# **ABOUT THE POSITION**

The Artists Producer will work as part of Artsadmin’s team, alongside the other Producers

**Salary:** £28,000-£30,000

**Type of contract:** Permanent

**Hours of work:** 40 hours per week including a paid lunch hour. Office hours are usually 10am – 6pm Monday to Friday. Occasional evening and weekend work will be required. If additional hours are worked no overtime will be paid but time off in lieu can be taken. The regular place of work for the Artsadmin team is our office in Toynbee Studios, however, in light of the Covid 19 pandemic, we understand that remote working at times is necessary and preferable.

**Holidays:** 20 days, plus eight statutory holidays. Additional two-week Christmas closure.

**Reporting to:** Artistic Director

**Benefits include:**

• Pension scheme

• Sick pay and Income protection scheme

• Life Assurance scheme at four times annual salary

• Health care scheme covering optician, dentist and other care costs

• Childcare allowance

• Travel card /Season ticket loan

**Responsibilities include:**

1) Project Development

The Artists Producer will work closely with artists on producing a range of arts projects including drawing up financial and strategic plans and developing firm relationships with national and international venues, publishers and agencies.

The Artists Producer will help artists and Artsadmin to plan and prioritise future projects, maintain clear and effective communication between all parties, and to delegate where necessary to freelance contractors and project teams.

2) Engagement

The Producer will share responsibility on the delivery of the Artsadmin Youth Programme, alongside Artsadmin’s Engagement Producer. This will involve facilitating connection and collaboration between young people from Tower Hamlets and professional artists as part of the BE PART Creative Europe project. It is envisaged that the Youth Programme will take up an average of 0.2 of the producer’s week, although this may change from time to time, depending on project delivery.

Many of Artsadmin's produced projects involve community engagement and this role will involve regular working in community settings with specific groups as well as working with artists.

3)     Communication

The Artists Producer will have some experience of, or willingness to learn about, delivering projects using digital channels as well as in live contexts.

4)     Project and Tour Booking and Management

The Artists Producer will be responsible for proactive project and tour booking, nationally and internationally, and liaising with all venues over budgets, technical and publicity requirements.

The Artists Producer will be responsible for negotiating and exchanging contracts with venues and co-producers and for contracting the lead artist(s), performers, designers, producers, composers and other collaborators for both rehearsal and touring periods, ensuring the following:

Productions and touring

* Undertake responsibility for the travel arrangements to and from promoting venues and the designated home base of the Company, including arrangement of visas where necessary.
* Ensure that good accommodation is provided for all members of the Company during the tour.
* Pay per diems at rates not less than relevant union rates, unless agreed.
* Inform all Company members and relevant personnel of details of tour arrangements in writing.
* Arrange transportation of set and props to each promoting venue according to a previously agreed itinerary.

5)     Fundraising

The Artists Producer will research and identify appropriate funding sources. These are likely to include commissioners and co-producers, Arts Council England, British Council, and with the support of other colleagues in Development, other funds as appropriate.

The Artists Producer will develop project outlines, presentations and budgets to the different funding opportunities. Submit applications, manage relationships appropriately and ensure that all contracts of support are achievable.

6)     Financial Management

The Artists Producer will work closely with the Artists’ Finance Manager responsible on a day-to-day basis for artists finances, ensuring all necessary information for financial management, efficient invoicing, prompt approval of payments, bank reconciliations, VAT returns is passed over.

With the Artists’ Finance Manager and Head of Finance, the Artists Producer will ensure that quarterly management accounts are prepared where appropriate; end of project accounts are prepared and filed as required.

7)     Marketing and Publicity

The Artists Producer will work to maintain the profile of the artists nationally and internationally. The Artists Producer will work with the Artsadmin Marketing Manager and the artists to initiate marketing strategies and implement appropriate marketing for each tour or project, and to engage in hands-on digital communications and digital programme content.  This in some instances will require working with freelance marketing and PR professionals to ensure appropriate publicity and profile for the projects and artists are achieved through:

* Overseeing press campaigns
* Producing and updating press releases, updating copy in all publicity brochures and packs, sending out publicity photos, liaising with the in-house marketing officers throughout the project.
* Employing a designer where appropriate and collating material necessary for the production of online promotional material and documentation for future touring.
* Producing venue marketing packs.

7)     Administration

The Artists Producer will ensure that all day-to-day project administration and touring is carried out efficiently and appropriately, and that all project activity and outcomes are compliant with statutory regulations and carried out in line with Artsadmin’s policies and procedures, including and not limited to: insurance, liability, health & safety, safeguarding, equity, diversity and inclusion.

**Person Specification**

Essential skills/experience/attributes

* Experience of working effectively with a wide variety of artists, groups and partner organisations
* Experience of working with young people in the arts
* Keen interest in and knowledge of the breadth of practices in the contemporary performance, live art and participatory arts sectors
* Attentive and observant in your communication with others
* Demonstrable project management, administrative and organisational skills
* Demonstrable numeracy and project budgeting skills
* A proactive team player, able to effectively prioritise workload
* IT literate and confident across a range of programmes and platforms
* Understanding of and commitment to equity, diversity and inclusion
* Commitment to kindness and care in all working relationships and project delivery

Desirable skills / experience

* Knowledge and/or experience of international opportunities and support structure for artists working with contemporary performance and live art, or interdisciplinary arts practice
* Knowledge of Artsadmin's work
* Knowledge and experience of national opportunities and support structures for artists working with contemporary performance and live art or interdisciplinary arts practice
* Knowledge of design software (e.g.Photoshop, InDesign, audio and video editing etc)