

**JOB INFORMATION & JOB DESCRIPTION**

**JOB TITLE: COMMUNITY PRODUCER** **Date: October 2023**

**PURPOSE OF JOB**

SO Festival team's core staff is relatively small, therefore the Community Producer will be responsible for a wide range of tasks. From leading on and delivering day-to-day tasks to make the projects happen, including contracting artists and organising their logistics, booking venues, recruiting temporary staff, creating rotas, collecting health and safety information; to liaising with stakeholders, developing relationships with potential funders and driving our ambitions and plans forward.

**Hours of Work:** Working hours will be 20 per week. Week by week working arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement

**Responsible to:** Development and Partnerships Manager

**Team Relationships:** Working in partnership with other team members, colleagues at Helsingør Teater and the Embassy Theatre and wider Magna Vitae teams. You will also manage relationships with selected external organisations.

**Main terms & conditions of employment:** £13,019 per year  
You will also benefit from some of the best terms and conditions in the leisure field including a voluntary membership of a defined benefits career average pension scheme plus free use of Magna Vitae's fitness suites and swimming pools. 20 day's annual leave, increasing to 25 days after 3 years' service.

**Special Requirements:**

**EQUALITY & DIVERSITY:**  
The post holder is required to carry out their duties in a way that supports Magna Vitae's Equality & Diversity Strategy.

**HEALTH & SAFETY:**  
The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae's Health and Safety Policy & Commitment Statement.

**SAFEGUARDING CHILDREN & ADULTS:**  
Magna Vitae have a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the company Safeguarding Policy.

This post requires a DBS Check

**Work Location:** This role will be a community focused role, working with and supporting community groups and projects. You work base will be Meridian Leisure Centre, Wood Lane, Louth, LN11 8SA. Travel to other work bases and community settings on a regular basis to meet business need.

**Type of Contract:** Part Time/ Permanent

The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.

**KEY DELIVERABLES**

- You will work closely with the Artistic Director, Development and Partnerships Manager and the wider team to help develop and support our community and co-creation projects aligned to our live festival programme and year round projects. These are currently:
  - **SO Festival: Community Zone and Activity Stage:** Lead and support the co-creation/ programming of the festivals Activity Zone and Community Stage. Lead on planning and organising the festival accessibility provision and **Blue Zone**
  - **Community Programme Team** – helping to develop community ownership and local ambassadors the CPT sees members of the community supported to participate in Go- sees to a variety of high quality UK events help us to understand their cultural needs and interests and introduce their in to SO Festival programme in order that they can contribute to festival decision making and build connections with other parts of the UK.
  - **Co-Creation Hubs** – Through deeper community and partner engagement local communities will be supported by professional creatives to co-create and co-produce relevant high quality work that they will own and that captures their imagination, inspiring and motivating them, creating an impact on the individuals involved. CCH will connect with people in their communities, neighbourhood's and streets so the projects relate to their unique needs and aspirations.
- To be the organisational driving force, behind our community and co-creation projects, work closely with all team members, stakeholders and artists/ creatives to administrate and produce all aspects of the projects
- Ensure all our activities are inclusive
- To support delivery of our actions around our Investment Principle work
- Monitor budgets alongside Development and Partnerships Manager; be responsible for organising new suppliers, purchase orders numbers, processing invoices and logging against budgets.
- Cultivate relationships with potential funders and stakeholders to look for opportunities for funding support where appropriate
- To advocate for the value of culture among key stakeholders and partner organisations and be an ambassador for the values, goals and objectives of Magna Vitae and SO Festival at local, regional and national level.
- Use a range of insight tools and data sets to better understand our audiences and the progress we make with our aims and objectives
- Support the collecting of evaluation data and information across all our activities to enable us to evidence our impact supporting our reporting to internal and external stakeholders
- Share knowledge and learning internally and externally
- To support the team in developing relevant processes to ensure the smooth development of the festival and year round projects across the coast and supporting the sector.
- Contribute to annual reports, business plans, funder reports and other evaluation and strategic documents as required.
- To undertake any other duties set by the Development and Partnerships Manager

## PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

**Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.**

You will have been working in a comparable role for a minimum of three years and be able to show us the following experience and skills: E = Essential, D = Desirable

JOB REQUIREMENTS & KEY CRITERIA		Essential/ Desirable
<b>Experience</b>	Significant professional experience of developing and organising quality creative projects in a variety of settings and a proven track record of achievements gained through forming and working in partnership	<b>E</b>
	Experience of co-creation with low engaged audiences from deprived communities and a working best practice knowledge of best practice in accessibility.	<b>E</b>
	Knowledge of a wide range of arts forms, diverse cultures and current artistic practice	<b>E</b>
	Experience of commissioning new work as well as programming existing work	<b>E</b>
	Experience of delivering work involving international artists and organisations	<b>D</b>
	Experience of commissioning or developing and contracting and managing artists and creatives	<b>E</b>
	Experience of contracting and managing International artists and creatives	<b>D</b>
	Experience of delivery community-focussed training	<b>E</b>
	Have good knowledge of the local and regional arts structure and organisations as well as an understanding of the national structures and their priorities	<b>D</b>
	Experience of supervising projects and staff including setting work programmes and providing clear direction to achieve defined standards.	<b>D</b>
	Experience of financial management and budget control.	<b>E</b>
	Familiarity with Arts Council reporting and evaluation activity – both NPO and Project Grants.	<b>D</b>
	A track record of successful fundraising from trust and foundations and other non Arts Council England sources	<b>D</b>
	Experience of evaluating projects: collecting data and producing evaluation reports	<b>E</b>
<b>Qualifications</b>	Creative Industries or cultural related qualification/ degree or equivalence of experience in the field of work	<b>D</b>
<b>Personal Skills</b>	Well-developed interpersonal and communication skills, able to negotiate and persuade people both internally and externally.	<b>E</b>
	Excellent organisational skills including the ability to prioritise and juggle multiple tasks	<b>E</b>
	The ability to work in a changing environment and respond flexibly to changing needs and demands, prioritising own work load and time management to meet tight deadlines	<b>E</b>
	Can demonstrate a creative approach to problem solving and time sensitive challenges	<b>E</b>

<b>Personal Qualities</b>	A confident leader with a team orientated approach, able to work across the organisation and demonstrate interest and be supportive of your work colleagues.	<b>E</b>
	A commitment to sustainability and understanding of climate change agenda	<b>E</b>
	A commitment to ensuring diversity, inclusion and accessibility	<b>E</b>
	Confident and dynamic personality with a 'can do' attitude	<b>E</b>
	Flexible and adaptable – being able to work evenings and weekends when needed in line with the company needs	<b>E</b>
	Energy, curiosity and sustained good humour	<b>E</b>
<b>General</b>	Computer literacy	<b>E</b>
	Knowledge and interest in arts, culture and heritage	<b>E</b>
	Mobility to travel across venues and the district	<b>E</b>

### FURTHER INFORMATION ABOUT MAGNA VITAE

<b>Our Purpose</b>	As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life. We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey. Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do
<b>Our Vision</b>	Our VISION is to improve the wellbeing of our community, enabling people to live great lives.
<b>Our Mission</b>	Our MISSION is to clearly demonstrate proactive and innovative leadership that will generate positive change in the areas of social and economic inequality. We are committed to empower local people by reaching out with humanity and compassion.
<b>Our Values</b>	<ul style="list-style-type: none"> <li>We are in this together •</li> <li>We embrace change •</li> <li>We are always learning •</li> <li>We celebrate differences</li> </ul>
<b>Benefits of working for Magna Vitae</b>	As a growing company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole. You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary; a generous employer pension scheme; and free use of the company's fitness suites and swimming pools. We look forward to receiving your application.