

## **COVENTRY CITY OF CULTURE TRUST SENIOR EXECUTIVE PRODUCER**

### **Reports to CREATIVE DIRECTOR**

**Role:** Senior Executive Producer  
**Salary:** £55,000 to £60,000 per annum dependent on experience  
**Timescales:** Role to commence from February 2021, to be delivered until end of June 2022

### **JOB DESCRIPTION**

The Trust is looking to appoint a Senior Executive Producer with excellent leadership, team and organisational management, financial, commercial and contracting skills. You will manage the senior producing and programme teams, deputising for the Creative Director where necessary. You will oversee a radical, high impact, world class, multi-million pound cultural programme for Coventry 2021. This role is managed by Chenine Bhatena, the Trust's Creative Director.

### **CONTEXT**

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

In July 2020, we announced that Coventry's City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year while providing some much-needed certainty and resources to our artists and communities.

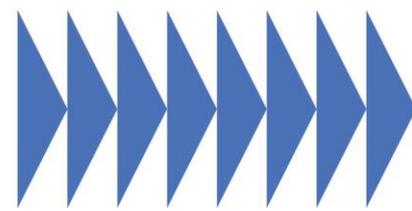
This is your opportunity to be part of telling the story of the city that moves.

**COVENTRY CITY OF CULTURE TRUST  
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP  
WWW.COVENTRY2021.CO.UK**

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,  
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960  
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE  
REGISTERED IN ENGLAND AND WALES

## THE ROLE

- Make day-to-day programme decisions with and on behalf of the Creative Director
- Line Manage the Senior Producing Team and the Head of Programme
- Provide Senior leadership to the Collaborative City Team
- Hold strategic relationships with key arts organisations in the city
- Ensure that the 2021 programme delivers to the agreed Theory of Change to ensure we are fully outcome focussed
- Ensure that, as major activities and events are developed, that they meet our significant audience targets and aspirations, both live and digital
- Work with the production team to support producers to consider and plan for the impacts of Covid-19 on their projects
- Lead and agree legal negotiations with our lawyers around contracts, rights (including intellectual property rights) with internal colleagues and external stakeholders and partners
- Support the Directors with financial deals and negotiations and financial planning for the programme
- Ensure full and timely reporting for major programme funders
- Lead the work to identify the appropriate staffing needs for the programme across creative, technical, production and artist liaison
- Lead planning on behalf of the Programme team, with Marketing and Communications teams to ensure that the Strategic Programme Overviews feed into marketing and communications strategies, to ensure clear storytelling with action at its heart throughout the year
- Lead programme planning across the Trust with regards to deadlines, milestones and key deliverables to ensure that the producing team have a clear and achievable roadmap and can meet all deadlines for training, reporting and fundraising etc
- Ensure effective communication between the Programme Team and other departments (Monitoring & Evaluation, Marketing and Communications, Partnerships, HR & Team Development, Finance)
- Ensure that all programmes, events and activities realise the benefits of the city's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of our international communities and those more vulnerable or with lived experience in the city
- Actively engage with the organisation's vision and mission
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety, Safeguarding, Fair Pay, Diversity & Equal Opportunities, Sustainability, Participation and Engagement and Evaluation and Monitoring policies



## PERSON SPECIFICATION

- Senior executive producing experience of high impact major arts events, festivals and programmes including new commissions
- Excellent leadership skills
- Excellent track record of understanding and overseeing the wider programme and delivery requirements of the Trust and communicating them effectively
- Strong organisational management, financial, commercial and contracting skills
- Senior experience of line managing producing teams within the creative and cultural sector
- Demonstrable experience of leading legal negotiations around contracts and rights including intellectual property rights
- Experience of working with and / or deputising for a Creative Director
- Excellent administration and organisation skills with strong attention to detail in order to manage the programme, related timelines and milestones
- A can-do attitude to working in a busy team structure, with experience of working with multiple partners with competing demands
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry

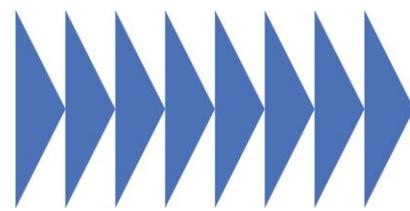
## GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development



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activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

## PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at [www.coventry2021.co.uk/jobs](http://www.coventry2021.co.uk/jobs).

Applications should be sent in PDF format to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk)

## TIMETABLE

**Advertised** – Tuesday 22<sup>nd</sup> December 2020

**Deadline for submissions** – Monday 18<sup>th</sup> January 2021

**Interviews** – Friday 22<sup>nd</sup> January 2021

Following government guidelines, interviews will likely be held via video conferencing software.

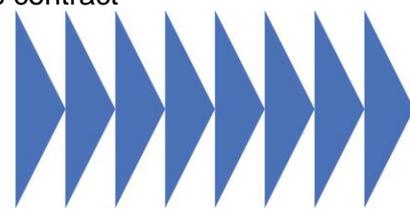
**Salary: £55,000 – £60,000 per annum, dependent on experience**

## TERMS AND CONDITIONS

- This is a fixed term post until end of June 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening and weekend work. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite. However, given current government guidelines all Trust employees are currently homeworking. The successful candidate will be welcomed into the Trust and supported through a remote onboarding process
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract



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- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about the Coventry 10-year Cultural Strategy visit [www.covculture.com](http://www.covculture.com)  
and for more information about Coventry UK City of Culture 2021 visit  
[www.coventry2021.co.uk](http://www.coventry2021.co.uk)



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