

Coventry City of Culture Trust

Creative Producer

Reports to Senior Producer, Dynamic Cities

Contract Fee: £18,000

Deadline: We will close this opportunity when we find a suitable candidate.

Context

Coventry City of Culture Trust was set up in 2015 and after winning the bid in 2017 we are now developing our inspiring and ambitious programme for our status as the UK City of Culture in 2021.

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.

By inspiring leading artists to work with us, supporting a new generation of artists and makers, nurturing the creativity of young people, welcoming our communities to collaborate, partnering with local schools and universities, supporting high profile tourism campaigns and removing barriers to attendance, we, along with our city partners, encourage everyone to participate in the creative life of their City and region.

The Trust is committed to:

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

Job Description

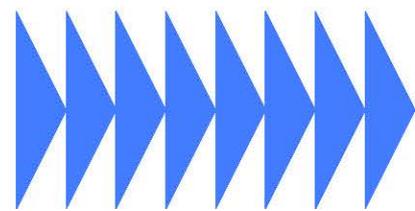
Coventry City of Culture Trust is seeking a Creative Producer to work with the Trust's producing and production team to develop and deliver a new, large-scale outdoor performance. Reporting to the Senior Producer, Dynamic Cities the Creative Producer will work closely with the project's lead creatives and be responsible for all aspects of project delivery.

**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

Main Responsibilities

- Lead the forward planning for the project by managing the producing/production timeline. Coordinating with all City of Culture Trust departments to ensure that all associated timelines and workflows are aligned.
- Set, manage and report on the project's budget (approximately £500,000) including producing regular reports, managing cash flow, raising purchase Order etc. This will involve liaising regularly with the Senior Producer, Director of Production and key stakeholders.
- Support the development of the creative vision of the project by working closely with the Director, wider creative team, key stakeholders, and the Trust. This includes creating artist briefs, recruiting the creative team, negotiating artists/organisational fees and contracts, overseeing research and development periods and where relevant facilitating the professional development of Coventry based artists.
- Work closely with the Trust's Production Director, dedicated Production Company/Manager and wider production team to identify the appropriate technical, production and artist liaison, front of house/volunteer teams required for the project.
- Work closely with the project's Participation Manager/ Director Facilitators to support the engagement with diverse communities across the city. This will involve ensuring that this engagement is aligned and supported with the work undertaken by the Trust's Caring Cities and Collaborative Cities teams.
- Work closely with the Trust's Marketing & Communications team across the lifespan of the project to ensure their involvement at each stage of development.
- Work closely with the key stakeholders and representing the project and Trust when necessary.
- Lead on managing all administrative elements of the project by line managing a freelance Assistant Producer and liaising with the Trust's Production Team. This will involve overseeing contracts, invoices, artists hospitality (travel, accommodation, per diems), expenses etc.
- Work closely with the Trust's wider producing teams include Dynamic Cities, Caring Cities and Collaborative Cities to ensure that the project aligns with the Trust's 2021 programme.
- Work closely with the monitoring and evaluation team to coordinate input and data collection from all freelance staff, artists, participants etc.
- When appropriate liaise with the Trust's Partnership teams, sharing information and project updates as needed.
- Support in building relationships which leave a sustainable legacy after the 2021 year
- To be aware of, and to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies



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

Terms and conditions

- This is a freelance contract running from December 2020 until October 2021.
- The contract fee is £18,000.
- Main place of work is the Trust's Office with frequent attendance at meetings offsite
- 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 three months
- On appointment the Creative Producer must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with the Trust does not come into force until the first day of work

How to Apply

Please provide a CV detailing your work experience. We are particularly interested in hearing from individuals with extensive experience of delivering large-scale, outdoor performances.

Please complete the form found here: [Application Form](#)

If you experience challenges or are unable to use this form, please contact:
production@coventry2021.co.uk

Deadline

Please note that there is no closing date for this opportunity, and we will be assessing candidates as CV are submitted. **We will close this opportunity when we find a suitable candidate.**



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@COVENTRY2021

