

## **COVENTRY CITY OF CULTURE TRUST 2021 PROJECT PRODUCER**

**Reports to:** PROGRAMME MANAGER (ENVIRONMENT & GREEN FUTURES)  
**Role:** 2021 Project Producer  
**Salary:** £30,000 to £32,000 per annum dependent on experience  
**Timescales:** January 2021 until end of June 2022

### **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.

### **JOB DESCRIPTION**

The Trust is looking to appoint a producer to oversee the development and delivery of a number of major projects within the Green Futures Programme. Suitable candidates should be able to demonstrate an interest in local and global environment and sustainability issues. They will be responsible for developing and line-producing new commissions, events and / or public engagement programmes, reaching 1000's of participants and audiences/visitors and maximising resources, impact and legacy.

**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

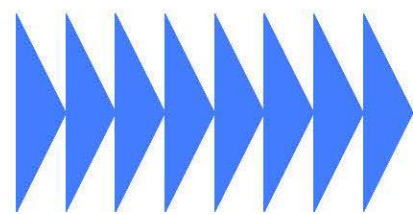
Working closely with artists, partners and internal colleagues to develop, realise and support the production of creative resources, storytelling and/or campaign drivers which underpin the programme, its activism and change agenda.

## RESPONSIBILITIES

- Leading and line producing a number of projects of scale working in neighbourhoods and with communities and the cultural sector across the city, nationally and internationally. Responsibility for working closely with artists / creative teams to develop complex commissions from end to end
- Recruiting artistic collaborators, identifying community collaborators or participants and volunteers to support and embed their creative engagement in the development of each work
- Leading R&D of ideas to full production where appropriate, identifying resources and other forms of in-kind support to realise the work. You will be responsible for drawing up schedules, managing logistics in order to deliver projects to the highest possible standards
- Working across the Trust - with the Green Futures team and the wider Caring and Collaborative teams - you will develop and nurture creative relationships with artists, co-commissioners and other organisations to build solid working practices whilst maximising the potential to increase opportunities for local engagement and audience development
- Working with the Programme Manager - Environment and Green Futures, the postholder will draft, monitor and produce a series of project budgets in consultation with the Production team using the Coventry 2021 budget systems and templates
- Working closely with external contractors and internal colleagues across technical, artist liaison, communications, digital, administration and finance to provide them with detailed project information
- Negotiating artist and project team fees and contracts using the Trust's contracting system and templates, including commission and freelance project contracts and briefs
- Working with the Production Co-Ordinator to ensure that information is shared on event management systems created to work across the Festival team and ensuring that information is continuously kept up to date on these systems
- Providing regular updates to the Programme Manager Green Futures that can be shared with the Senior Producer, Dynamic City team
- To work flexibly as a member of the Coventry 2021 team and contribute to delivering other elements of the team's work programme as required
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation, and monitoring



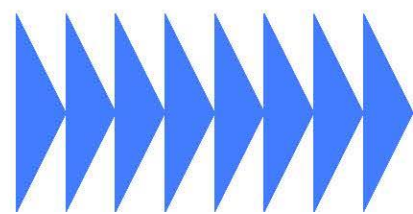
COVENTRY2021.CO.UK  
@COVENTRY2021



- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies

## PERSON SPECIFICATION

- An interest and insight into local and global environment and sustainability issues. An awareness of the issues and creative solutions required to meet the scale of climate change challenge
- Proven experience of producing a range of high impact events - across visual, digital and creative media or performing arts - including outdoor arts (minimum 3 years experience)
- Excellent producing and project management skills to develop successful and high-quality projects
- Excellent communication skills, able to build, manage and maintain relationships with colleagues, agencies, and a range of strategic partners and in supporting marketing and communication for the programme. Confident and skilled at communicating and engaging with a diverse mix of participants including those from communities that are under-represented in arts and cultural life
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload to achieve small and medium-term goals.
- Ability to work autonomously whilst also being flexible as part of working as a team in a fast-paced environment
- Experience writing and managing project budgets and establishing monitoring systems
- Excellent administration skills with strong attention to detail including understanding and knowledge of contracts, budgeting, using financial systems, reporting and work planning. Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes
- Positive advocate for the role that arts, cultural and heritage can play in civic life and social change
- 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 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 up to a 2-page letter plus an up to date CV addressing your interest and suitability for the post using the above person specification as a guide.

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                      Wednesday 25<sup>th</sup> November 2020

Closing date                    Friday 11<sup>th</sup> December 2020, noon

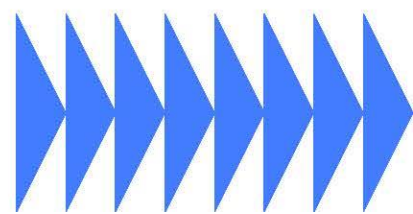
Interviews                      Wednesday 16<sup>th</sup> December 2020

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

**Salary: £30,000 – £32,000 per annum, dependent on experience**



COVENTRY2021.CO.UK  
@COVENTRY2021



## 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) 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 will be the Trust's Retail and City Visits hub with frequent attendance at meetings offsite. However, given current government guidelines Trust employees are currently homeworking. The successful candidate will be welcomed into the Trust and supported through a remote induction 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
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about Coventry UK City of Culture 2021 visit [www.coventry2021.co.uk](http://www.coventry2021.co.uk)



COVENTRY2021.CO.UK  
@COVENTRY2021

