

COVENTRY CITY OF CULTURE TRUST VISUAL ARTS PROGRAMME PRODUCER

Reports to the SENIOR PRODUCER – DYNAMIC CITY

Role: Visual Arts Programme Producer
Salary: £35,000 to £40,000 per annum dependent on experience

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 Visual Arts Programme Producer to oversee the Visual Programme managed by the Senior Producer – Dynamic City. The role will be responsible for managing the delivery of a number of projects to be realised across the public realm with a primary focus on the city centre.

**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**

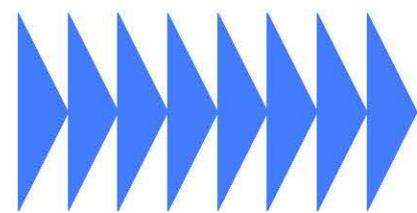
These projects span visual arts, street art, architecture and fashion. The role will oversee the development of projects with a diverse range of organisations, freelancers, local and national stakeholders in the delivery of these projects. The role will promote a strong legacy for visual arts in the city.

RESPONSIBILITIES

- To take the lead on overseeing a range of visual arts projects and initiatives being delivered across the city working with a range of communities, arts and organisations
- To develop and maintain local/national/international relationships in the delivery of the visual arts programme
- To deliver a long-term vision of the trust and impacts and outputs in partnership with the City Council, the Trust and other local partners
- To work closely with a range of major sector partners to promote activities that are designed and driven by local people working closely with artists
- To ensure that health and wellbeing of partners and participants and the final outputs are always a key consideration of how the work is planned and developed
- To ensure that our many cultural communities, new and existing, and of all genders, ages and abilities, are able to participate
- To develop programmes that deliver against city and regional policy and may influence future policy making
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies.
- Ensure the effective planning, delivery and management of an inspiring and transformational programme
- Collaborate with the producing team to ensure your work has wider influence across the programme
- Provide the main point of contact to all artists, communities and stakeholders
- Manage all funding, contract and financial accountability
- Manage provision of high-level reporting and evaluation as required
- Liaise closely with a variety of stakeholders and agencies to secure and manage longer-term development
- Work flexibly as a member of the Coventry 2021 team and contribute to delivering other elements of the team's work programme as required
- Ensure that the programme aligns with the Trust's guiding principles, the city narrative, programme and partners



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PERSON SPECIFICATION

- Excellent knowledge of Coventry's visual arts sector
- Excellent communication skills, able to build and maintain relationships with colleagues, agencies, and a range of strategic partners and in supporting marketing and comms for the programme
- Excellent producing and project management skills to develop successful and high-quality projects
- Excellent administration skills with strong attention to detail including understanding and knowledge of contracts, budgeting, using financial systems, reporting and work planning
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload
- A can-do attitude to working in 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
- 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.

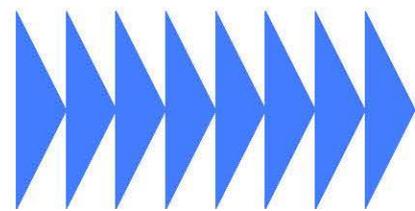
PROCESS

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



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Applications should be sent in PDF format to recruitment@coventry2021.co.uk

TIMETABLE

Advertised Tuesday 24th November 2020

Closing date Friday 11th December 2020, 12noon

Interviews Tuesday 15th December 2020

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

Salary: £35,000 to £40,000 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) 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



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