

Coventry City of Culture Trust
Producers (x3)
Reports to Senior Producers

Role: Producers (x3)
Reports to Senior Producers

Salary : £35,000 - £40,000 gross pa dependent on experience

Context

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are recruiting the team ready to deliver an amazing build-up programme, ambitious UK City of Culture year in 2021 and legacy.

We are a youthful, diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry has a history of activism, triumphing against adversity and coming together with a fierce but quiet pride.

Coventry is a city of welcome, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

During the bidding period, the Trust committed to a series of step changes including;

- 2.5m additional visitors for 2021
- 100 new businesses regularly supporting the arts
- 80% of the population experiencing at least three events
- 20% increase in BAME audiences
- Target of over 16,000 active volunteers and participants

Job Description

We are looking for 3 creative people, social activists with a range of expertise, who can work with us across the wider cultural and entertainment sectors and our broad communities to build and produce incredible, unique events and new commissions that are inclusive, youthful in attitude, multicultural and that will reflect the pioneering and innovative spirit of our international city.

Our programme will be produced / presented on different scales, across a range of art forms, and a range of venues: in site specific venues like the ring road, high streets, subways, rooftops and car parks; in the public realm like the War Memorial Park, Longford Park, The Canal Basin, old industrial spaces; in the digital realm; or at one of the cities established venues like Belgrade, Herbert Gallery, Warwick Arts Centre, the Empire, Ricoh Arena; and others..

The programme will reflect the internationalism and many cultures of our communities and will seek to develop creative response to building stronger communities and creating events that will inspire and create a buzz.

You will be ideas people and able to turn grassroots ideas into incredible and unique events and spectacles that are both celebratory and joyful as well as catalysts for change.

We are looking for people who are excited about working with artists and communities to co-create and develop work from the early stages of an idea through to ambitious results and to think about new ways of enabling greater cultural democracy.

The team of producers should have great communications skills, co-creating with a range of people and communities, be committed to diversity in all its aspects, promote sustainability across their work and be national and internationally facing in building exciting and unique collaborations with arrange of artists and cultural orgs.



Main Purpose

The principal responsibility of the Producer is to initiate, develop and line-produce new multi art form commissions or events for Coventry 2021. From development of the idea to its realisation and presentation to the public, on time and to budget and where required to manage partnerships with co-commissioning partners. The Producer will oversee a number of projects locally, regionally, nationally and internationally, which they will develop with the Senior Producers and wider Coventry 2021 team.

Responsibilities

- Leading and line producing a number of projects of scale working in neighbourhoods and with communities and the cultural sector across the city. Responsibility for working closely with artists/creative teams to develop complex commissions from end to end. Recruiting artistic collaborators, undertaking R&D of ideas and drawing up schedules, managing logistics in order to deliver projects to the highest possible standards
- Working with the Creative Director, Senior Producers and Production Director to develop and nurture creative relationships with key artists, co-commissioners and other organisations to build solid working practices
- Preparing and managing a series of complex project budgets in consultation with the Senior Producers using the Coventry 2021 budget systems and templates. This will include the speedy and accurate coding and authorising of order forms and invoices, budget
- forecasting, running and reconciliation as well as regular updating of budget projections and cashflows, together with the provision of other financial information as required
- Working closely with external contractors and internal colleagues across technical, artist liaison, communications, digital, administration and finance to provide them with requisite detailed project information and blend their work into each project
- Negotiating artist and project team fees and contracts within the Festival's contracting system and templates, including commission contracts and underlying rights agreements.
- Working closely with the Senior Producers to manage the Festival's Co-commission and Co-Production relationships, feeding into the contractual process and hosting partners as required. Working with the Senior Producers to create working models for partner relationships and contracting across a number of organisations.
- 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 Creative Director and Senior Producers of the progress on projects for which the Producer is responsible

General

- Actively engaging with the Trust's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- Training and talent development is central to the way that Coventry 2021 want to work. All job roles are expected to contribute to our training and development activity, contributing time to supporting our training programmes on site and occasionally off site.
- Any other duties that are commensurate with the post, including line management

We are specifically interested in creative people that have an understanding of the Asian and African Diaspora, new communities from Eastern Europe and the middle east, deaf, disabled and learning disabled people, and multiple genders.

We are looking for a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates.

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

Process

For this role you will need to fill in and send us the below application form. If you have any specific accessibility requirements, please contact the 2021 HQ on 02476 998 221 or email recruitment@coventry2021.co.uk.

Shortlisted candidates will be invited to join us for a workshop to assess their suitability for the role.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly on the basis of written submissions, please include with your submission a copy of the completed equal opportunities monitoring form (downloadable from www.coventry2021.co.uk/jobs).

Applications should be sent to recruitment@coventry2021.co.uk or

Laura McMillan
Director of Operations and Legacy
Coventry City of Culture Trust
121 – 124 Far Gosford Street
Coventry
CV1 5EA

Timetable

Advertised – Thursday 10 January

Applications close – Monday 11 February

Workshop dates – Tuesday 19 February & Thursday 21 February

Salary – £35,000 - £40,000 gross pa dependent on experience

Terms and conditions

- This is a fixed term post until March 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 work to see shows and events. 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
- 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 successful candidate 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

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk