

Coventry City of Culture Trust
Senior Producers (x2)
Reports to Creative Director

Role: Senior Producers (x2)
Reports to Creative Director

Salary : £45,000 - £55,000 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, an 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. Our programme will be produced and 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, Broadgate, 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.

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 a series of step changes including:

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

Job Description

We are looking for two Senior Producers to join our team to develop, programme and produce a revolutionary and world class cultural programme in the city, across the nation and overseas. We are looking to develop an inclusive, youthful, multicultural programme that really stamps our identity on the world, and that will reflect the pioneering and innovative spirit of our international city.

You will work within the Trust, managing teams of Producers and working closely with key major partners to ensure excellent planning and delivery. You will take a significant role with key stakeholders across the city to ensure a strong cultural legacy for Coventry.

Your will be responsible of promoting both the day time and the night time economy in the city, as well as taking the lead on developing a more commercial strand of the programme, creating more noise for 2021.

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, thinking about new ways of enabling greater cultural democracy.



The Role

- Initiate, design, manage and deliver an exemplary 2021 cultural programme, working with key stakeholders across the city
- Work in partnership with Major Partners including (but not limited to) Arts Council England, British Council, Tate, BFI, BBC, Channel 4 to ensure that the culture programme is strategically co-ordinated across the UK and Internationally
- Lead and manage the wider 2021 portfolio of work in relation to other key events in 2021 e.g. City Council events, BBC events and provide support, advice and direction to other team members
- Lead and line produce several projects of scale, which achieve the Trust's audience development targets, working in neighbourhoods and with communities and the cultural sector across the city
- 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
- Manage team members and resources allocated to the role in accordance with the Trust's policies
- Negotiate artist and organisation deals and contracts, and issue contracts in a timely manner
- Set, manage and report on whole project budgets including cash flow
- Work closely with the Trust's Production, Finance & Administration, Marketing & Communications, and Fundraising teams, sharing information and project plans as needed
- Manage projects that deliver and fulfil monitoring and evaluation data collection to support the monitoring and evaluation programme
- Provide regular updates to the Directors on the progress of projects
- Develop projects with communities that help build relationships and leave a sustainable legacy after the 2021 year
- Work with the Production Director to identify the appropriate technical, production and artist liaison teams required for each project
- To be aware of, and undertake 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.

Person specification

- Excellent understanding of working in both traditional and found spaces
- Inspired by bringing an ambitious vision to life
- Strong national and international partnerships and help to build innovative and pioneering new partnerships with artists, communities and partners in a range of cities across the globe

- A strong communicator who will work collaboratively across the full creative sector in Coventry helping to strengthen and develop our creative community, their opportunities and futures, and promote cultural democracy
- A good understanding of how to best invest and promote a thriving night time economy
- A good understanding of how to develop a commercial programme of events and activities to promote wider tourism and create more noise
- Ability to work strategically to deliver the city's narrative and to ensure that our programme is outcome focussed
- Excellent organisational and time-management skills and the ability to prioritise a diverse workload
- Experience of managing, and reporting on, budgets of scale
- Experience of negotiating contracts, visas and work permits with artists, including co-commissions and managing relationships with collaborating organisations
- An understanding of the safeguarding and health and safety considerations that accompany programming work in communities
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or be willing to move to within, commuting distance of Coventry

General

We are especially 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, learning disabled people and multiple genders.

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 our training and development activity, and to contributing 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 with particular reference to the personal specifications.

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 – Wednesday 6 February 2019

Interviews – Monday 14 February 2019

Salary – £45,000-55,000 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 is 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