

Coventry City of Culture Trust
Head of Production
Reports to Production Director

Role: Head of Production
Reports to Production Director

Salary : £35,000 - £38,000 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 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:

- 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
- Welcoming 2.5m additional visitors to Coventry in 2021
- 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

Job Description

We are looking for a Head of Production to support the Production Director in the day to day running of the Production Department for Coventry City of Culture Trust and associated programme.

This team member will work closely with the Production Director, creating and developing systems of work and policy around the efficient running of the department and events.

The post holder will also lead on administrative and production support for the wider producing team in delivery of their programmes and events.

The Role

- To help develop and administrate new methods of work, systems and policy for the Production Department and associated events
- To ensure the smooth administration and running of projects
- To lead on the delivery of production elements on assigned projects
- Support in the management of project budgets
- To provide regular updates to the Production Director on the progress of projects
- To participate in multi-disciplinary, cross-departmental and cross-organisational groups and project teams
- To work with the Production Director to recruit the appropriate technical, production and artist liaison teams required for each project
- To manage a team of production managers, co-ordinators and casual team members
- To work with colleagues to develop the production apprenticeship programme and take a key role in expanding opportunities for learning in Production



- To work closely with the Trust's Producing, Finance & Administration, Marketing & Communications, Fundraising and Monitoring & Evaluation teams, sharing information and project plans as needed
- To be an advocate for sustainability and access across the organisation and in its practice
- To ensure that the health and wellbeing of colleagues, partners and participants are always a key consideration of your work
- 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
- To be aware of, and undertake to comply with, the Trust's GDPR, Health and Safety and Diversity and Equality Policies

Person specification

- Excellent understanding of working in both traditional and temporary performance, cultural event spaces, particularly from a technical and production perspective
- Proven Production Management experience on outdoor events
- Experience of managing, and reporting on, budgets of scale
- A track record in managing several projects simultaneously, meeting artistic and financial targets and deadlines
- Experience of administrating contracts
- A strong communicator, both verbally and digitally
- Excellent working knowledge of Microsoft Office and a willingness to learn other computer-based software and programmes as deemed necessary
- Excellent organisational and time-management skills and the ability to prioritise a diverse workload
- Comprehensive knowledge of health & safety & security legislation and procedures and ability to implement legislative requirements
- Strong understanding of safeguarding policies and procedures
- 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 aim to reflect all the city's communities in our workforce and as such candidates from currently under-represented groups, including those with disabilities, are especially encouraged to apply.

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 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 complete the anonymous equal opportunities google form available at 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 – Wednesday 10 April

Applications close – Wed 8 May

Interviews – Tuesday 14 May or Wednesday 15 May

Salary – £35,000 - £38,000 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 3 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