

Creative Producer

***Grade 8 SCP 33-37 £29,324 - £32,487 (pro rata - 25 hours per week)
(Fixed Term until 31st March 2022)***

Newport Live is an award-winning not-for-profit sport, leisure, and cultural trust; and registered UK charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*. Newport Live operates one of the leading arts venues in South Wales, The Riverfront Theatre and Arts Centre.

The Riverfront has played a vital role in developing a high quality and ambitious cultural offer in Newport and its surrounding areas. It presents a diverse programme ranging from more commercially focussed events to experimental and new work that supports the professional development of artists living and working in Wales. The Riverfront also curates a programme of Arts Development and Participation opportunities and programmes across both Educational and Community settings.

The Creative Producer will work with the Head of Theatre, Arts and Culture to formalise the Associate Artist Strategy, working with new and emerging artists in development of creative projects, ensuring that the team at the Riverfront are able to broaden the reach and scope of its work, whilst supporting arts practitioners for the future.

The post of Creative Producer usually covers the production of the annual pantomime and our summer street event BIG SPLASH. As these events are unlikely to take place due to COVID-19 restrictions the post holder will focus on the Artist Development and Arts Development and Participation functions of the role.

A creative flair for participation and engagement across the arts is key, so too is awareness of engagement activities as you will be working closely with the existing Arts Development team to drive participation opportunities across all areas of the theatres work.

You will also be influential and motivating whereby driving forward the journey for people to increase their engagement levels, promote new ideas, and ensure the impact of arts in health can support mental and physical wellbeing. Able to work with people across all ages and communities removing any barriers to participation.

A background in the arts, alongside participation development in various settings is key. So too is a good understanding of new and emerging trends across the industry, specifically in development of new productions and digital opportunities across the arts.

We welcome applications for this part time post on a fixed term basis until 31 March 2022.

The ability to travel extensively across the city will be required.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Alan Dear, Head of Theatre, Arts and Culture, or email alan.dear@newportlive.co.uk

Application Process

Please return the completed application forms to jobs@newportlive.co.uk

Closing date for applications: Monday 31st May 2021 at 5pm

Interviews will be held on: Friday 11th June 2021

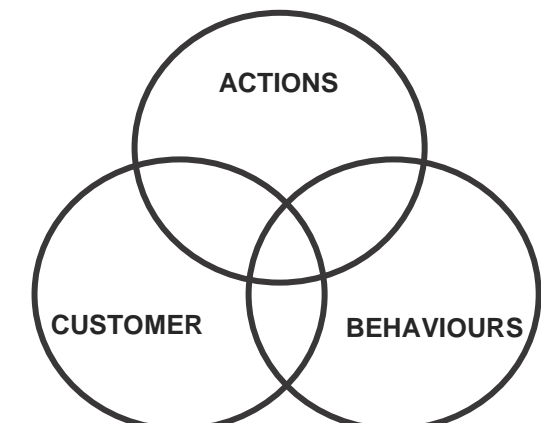
JOB DESCRIPTION

POST:	Creative Producer
JOB PURPOSE:	<p>Manage all aspects of Artist Development, supporting the Head of Theatre Arts and Culture in developing new productions in house and with partners.</p> <p>*Produce the annual Pantomime, the annual outdoor festival BIG SPLASH and develop other productions with partners</p> <p>Line management of the Arts Development and Engagement Team, enhancing existing programmes and creating new ideas for participation and engagement, through projects supporting people whether they be casual participants or emerging artists from across our community.</p>
RESPONSIBLE TO:	Head of Theatre, Arts and Culture
SALARY:	Grade 8 SCP 33-37 £29,324 - £32,487 (pro rata) 25 hours per week
KEY RELATIONSHIPS:	Members of the public, partners, producers, creative practitioners, stakeholders and all Newport Live colleagues.
BASE LOCATION:	The Riverfront Theatre: requirement to work at all Newport Live facilities, as required.
MANAGEMENT RESPONSIBILITY:	Schools Engagement Officer, Arts Development Officer, freelance artists, producers, and practitioners.

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

ROLE & RESPONSIBILITIES:

- 1 Formalise the Associate Artist Strategy, initiating conversations with artists on how to become involved in the life of the Riverfront to support further development of their skills.
- 2 Continue to develop our relationships with Newport-based artists of all disciplines.
- 3 Manage the Arts Development team and associated activity, build upon our established programme of Arts Participation programmes and engagement in Educational and Community settings.
- 4 *Work with creative partners to develop new productions and support the Head of Theatre Arts and Culture in producing new theatre content.
- 5 Develop new and maintain existing opportunities with the Outdoor Arts sector, in support of and to build projects including the Big Splash.
- 6 Engage with cultural partners to create exchange opportunities for artists with other organisations in support of the Riverfront's strategic objectives.
- 7 Research and report on the development of physical and virtual co-working space for artists.
- 8 Research, develop and implement opportunities for digital engagement by practitioners, and with our audiences.
- 9 Contribute to our forthcoming ENGAGE strategy, to build new audiences and increase participation across Newport and surrounding areas.
- 10 To represent Newport Live at relevant artistic and engagement network opportunities as required and keep up to date with industry developments and best practice.
- 11 Ensure that all policies and plans are always adhered to including the Safeguarding, Health & Safety, Code of Conduct, and all other Newport Live policies.
- 12 To be available to assist at major events as directed by the Executive Team.
- 13 To be always an ambassador for the Newport Live brand embracing the values of the charity

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

PERSON SPECIFICATION: Producer – Artist Development / Arts Development and Participation

Area	Essential	Desirable
Qualifications	Willingness to take a Newport Live general competency test if required.	<p>Qualifications in an arts or administrative subject (A, I)</p> <p>Possess 5 GCSE or equivalent (Grades A – G) (A)</p> <p>Qualifications relating to Theatre and Arts production (A, I)</p> <p>Qualifications relating to Information Technology (A, C)</p>
Knowledge, Skills & Competencies	<p>Highly skilled and experienced in use of Information Technology packages. (A, I)</p> <p>Be able to achieve set targets and associated deadlines. (A, I)</p> <p>Be able to manage the progress of your own work and competing demands and multitask effectively. (A, I)</p> <p>Demonstrate effective communication skills to ensure a positive customer experience, with internal and external customers. (A, I)</p> <p>Demonstratable experience of successfully achieving organisational objectives. (A, I)</p>	<p>Be confident and assertive when occasion demands yet fully committed to the principles of excellent customer care. (A, I)</p> <p>Ability to communicate effectively using the Welsh Language. (I)</p>
Experience	<p>Demonstrate experience of Theatre Production at professional level. (A, I)</p> <p>Experience of delivery of education in formal and informal settings. (A, I)</p> <p>Experience of the wider community arts sector. (A, I)</p> <p>Demonstrate experience of effectively working in collaboration with colleagues in an environment of competing demands. (A, I)</p>	<p>Experience within receiving or producing theatre or arts organisation. (A, I)</p> <p>Experience of current practice within the wider sector of current digital developments including streaming, online delivery, and recording. (A, I)</p> <p>Demonstratable experience of managing a diverse team with successful outcomes. (A, I)</p>
Personal Attributes	An innovative thinker, able to develop and deliver successful new initiatives	

	<p>and concepts within the arts sector. (A, I)</p> <p>Commitment to deliver excellent standards of customer care. (A, I)</p> <p>Be able to work well both as an individual and as part of a team. (A, I)</p> <p>Excellent negotiation and communication skills. (A, I)</p> <p>Intrinsically motivated and driven to achieve excellence. (A, I)</p> <p>Able to balance a wide and varied workload and prioritise effectively. (A, I)</p> <p>Possess the ability to regularly work evenings, weekends, and bank holidays. (A, I)</p>	
Other	<p>Flexible attitude to work including the ability to work at short notice if required. (A, I)</p> <p>Be able to work varying patterns to include early mornings, evenings, and weekends. (I)</p> <p>Ability to travel as required. (A)</p>	<p>Willing to work additional hours when required. (I)</p> <p>Understanding of operating in a charitable and not-for-profit environment. (I)</p>

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre

NB * This items marked with an asterisk relate to theatre productions that are unlikely to take place due to COVID restrictions so the postholder will focus on the other main areas Artist Development and Arts Development and Participation