HELIX ARTS.

CREATIVE PRODUCER

August 2024

ABOUT US

Helix Arts is the only Arts Council England National Portfolio organisation in North Tyneside. We are dedicated to increasing participation in the arts, especially amongst diverse communities for whom access to high quality arts, culture and heritage might otherwise be limited. We support people from low socioeconomic backgrounds, isolated older people and young people, helping amplify voices and addressing the issues facing us all. We work across all art forms.

We have been co-producing great art since 1983, so this year marks our 40th Anniversary working with people across the North East region.

We know that our work makes a positive impact and that it does so by:

- Delivering an outstanding programme of participatory arts activity that is recognised as being excellent by partners and participants.
- Working with diverse communities, to open up new opportunities and perspectives and fresh pathways towards and within the arts (as makers, audiences, producers and volunteers both onsite and online).
- Growing talent and opportunity among artists and producers through our ambitious approach to co-production and co-curation.
- Taking a leading role in supporting the evolution of exemplary participatory arts practise through learning, innovation, and experimentation.
- Influencing the way participatory arts can make a real difference in other sectors such as education, health, employability, and criminal justice.

Our core values are: ■ **Collaboration** ■ **Creativity** ■ **Care**

Helix Arts values the importance of everyday culture and creativity. People are at our heart: connections and relationships matter for positive change to happen; 'co-creating' and our journey with it. We pride ourselves on being a person-centred employer.

THE ROLE

Hours of work: Various working patterns and hours available. Initially seeking 4 days per week. Could increase to full time depending on projects.

Salary: £28,792.77 pro rata (plus 6% pension contribution and 25 annual holidays plus Public and Privilege holidays per annum for Full Time posts).

Permanent.

Our Creative Producers are people who can provide exceptional planning and coordination, bringing enthusiasm and ideas to our team and deliver against our ambitions in line with the Art Council England 'Let's Create' strategy.

This is an excellent opportunity to deliver a range of participatory arts projects as part of our dedicated and hard-working team.

We are looking for an experienced Creative Producer who couples brilliant organisational and people skills with a love of arts and creativity, as well as being an adaptable and personable team player. Experience of co-producing work with Children and Young People and under-represented people is desirable.

We are interested in a person's values and lived experiences, something which aligns closely to our work, the company ethos, and Helix Arts' team culture. It is important that our workforce represents the diverse communities we collaborate with. If you feel less represented and want to make that change, then we are very keen to hear from you!

We are looking for someone who can work well in a team and already has experience of project management and a proven track record of working as a Creative Producer. This is a superb opportunity for someone who believes in the transformative power of Arts, Culture and Heritage - for someone committed to making a difference in parts of our community where opportunities to participate in high quality artistic and cultural activity may be hard to access.

The successful candidate will have excellent planning and coordination skills. You will ensure that the organisation strives for excellence and adheres to its core values in everything it does. You will also have good knowledge of and experience working in and across the arts, not-for-profit and public sectors.

This post is required to travel across the North East, with occasional national travel, as part of your job, using your own vehicle or public transport. Other forms of travel are in line with the expenses policy. This requirement will vary with the needs of the job.

OUR COMMITMENTS

Equity, diversity and inclusion

Helix Arts is committed to cultural equity, diversity and inclusion. We have detailed policies to support our commitments and we oppose discrimination of any sort. Where our approaches or processes may pose a barrier for you, we welcome different ways for you to connect with us or apply for opportunities. We are constantly learning and improving our policy and practices, so please let us know how we may need to adapt to your needs.

Safer recruitment

Helix Arts is committed to providing a safe environment for all those working with us, visiting our projects and participating in our programmes. Safe recruitment of all those who work for us is an important part of fulfilling this commitment. All positions at Helix Arts are offered subject to meeting the following conditions:

- Receipt of satisfactory references covering the last 2 years of your employment or education.
- A satisfactory DBS check (which can be arranged upon appointment).

Other benefits

- Birthday as additional holiday
- 6% contribution towards staff pension
- Hybrid working
- Flexible working
- Investment in your continued professional development

MAIN RESPONSIBILITIES

The Creative Producer will manage a range of Helix Arts' participatory arts projects/productions and have lead responsibility for planning the projects and delivering them to meet agreed targets. This will involve:

- Supporting Helix Arts' senior management team to develop new projects, fundraising strategies and new business opportunities.
- Planning and delivering our work with our partners to plan each project's strategy, schedule of activities and budget.
- Lead on Helix Arts' projects, developing partnerships and facilitating sessions with community volunteers.
- Working with project teams to implement the plans agreed with partners from inception to completion.
- Ensuring that projects are delivered within agreed budgets and project milestones.
- Coordinating the recruitment and selection of artists, producers and other arts organisations involved in our projects.
- Overseeing the contracting of artists and other arts organisations involved with our projects.
- Working with partner organisations to plan induction sessions for creative practitioners, support staff and volunteers.
- Providing general support and advice to artists and other arts and community organisations involved in our projects.
- Ensuring relevant information is disseminated to partners accurately and in a timely manner.
- Coordinating marketing and publicity for our projects.
- Coordinating production and presentation of creative outputs (such as workshops, exhibitions, film screenings, publication launches, etc.).
- Managing the monitoring and evaluation of projects.
- Developing exit and legacy strategies and contributing to the planning of future projects.

OTHER DUTIES

In addition, the Creative Producer will be expected to:

- Work with the senior management team to develop and implement Helix Arts' policies and procedures.
- Follow Helix Arts' policies and procedures, including health and safety, safeguarding of children and vulnerable groups, and equal opportunities.
- Undertake any other duties as may be reasonably required within the scope of the role.
- Use your best endeavours to promote the interests of Helix Arts at all times.

KEY DATES

Deadline for applications: Noon, Friday 9th September 2024.

Interviews: Monday 16th September 2024.

Start date: Immediate following notice period.

CONTACT US

Stephen Pritchard,
Deputy Director
stephen.pritchard@helixarts.com
07949776566

ACCESS

We are working towards becoming as accessible as possible. You can view this document in large print or listen to the audio file on our website.

We will accept applications in the following formats:

- Online Application form
- Word or PDF format of the application form

You can also complete the statement in support of application through the submission of either a 5 minute long short film or voice note.

If you require this document in any alternative format, please let us know. Or please call or email Stephen to discuss how we can do things better.

PERSON SPECIFICATION

	Essential	Desirable
SKILLS	Good experience of working in or with the arts, creative and/ or education/ community sectors.	Experience of working with a variety of funding streams and initiatives.
	Experience of training in community settings.	Fundraising experience.
	Good experience working in a project management role.	Experience of preparing and presenting statistical reports for internal and external requirements.
	Experience of facilitating	Current driving licence and own transport.
	Experience of developing and designing projects.	Arts Award adviser.
	Experience of planning and organising projects, meetings and events.	
	Experience of working with freelance artists.	
	Experience of managing budgets and financial systems, collecting data, issuing and monitoring contracts, and paying invoices.	
	Experience of working with a diverse range of public and voluntary sector agencies and organisations.	
	Experience of working with at least one of: ● Young People at Risk. ● People with Special Educational Needs. ● People with poor health, particularly older people. ● Unemployed adults or people with low incomes. ● People in disadvantaged neighbourhoods.	
ABILITIES	Excellent, positive and confident communicator – written and verbal.	Promotional and marketing skills.
	Excellent organisational skills, including time management and the ability to produce high quality, accurate work to deadlines.	Recruitment and selection skills.
	Able to work on own initiative and to lead others.	Experience in overseeing the production of printed and audio-visual material.
	Able to ensure the effective flow of information between key partners.	
	Good computer skills, including use of Microsoft Office.	
	Planning skills, with the ability to initiate and manage projects and new developments.	
	Flexible to respond to changing demands of projects and the external environment.	
APTITUDE	Customer focused approach.	Specialist knowledge of arts and inclusion.
	Interest and enthusiasm for the arts and commitment to Helix Arts' artistic and social principles.	