

Engage

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Creative Producer

Located remotely and/or London Office

Full time

Salary: £32,830

Engage, the National Association for Gallery Education wishes to recruit a Creative Producer to develop and deliver Engage's programme and activities.

This is an opportunity to join Engage at an exciting time of change and development and to work with Board, Council, members, and stakeholders across the UK and beyond to grow the organisation. Engage has completed an organisational restructure and has developed a strategic activity plan for 2021+ which is responsive to the changing needs of the visual arts engagement and participation sector in the UK and beyond. We are determined to be a flexible, resilient organisation committed to creative partnerships. As an Arts Council England, Sector Support Organisation, Engage will deliver Let's Create and support the visual arts engagement and participation sector to address urgent issues, in particular addressing the lack of diversity in the workforce.

The Creative Producer role includes: the development, delivery and evaluation of a range of programmes and activities for members; developing creative partnerships for successful project delivery; ensuring exceptional resources are available for members to access and creating an outstanding volunteer experience for Engage Council members and Area Representatives.

This is an opportunity to be part of a small team in a national visual arts organisation. The Creative Producer plays a key role in developing and delivering our programme to Engage members. The post holder will project manage our membership services, programmes and initiatives to ensure they are delivered effectively and have maximum impact. Outstanding project management skills are essential, as is an ability to nurture creative partnerships and learning.

The Creative Producer is line managed by the Engage Director and works closely with the Engage staff team. The role requires the line management of the Alexandra Reinhardt Memorial Award (ARMA) Coordinator as well as the MaxLiteracy Coordinator. The role involves a requirement to be flexible with occasional UK-wide travel and a number of overnight stays.

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Job Description

Accountabilities

The key accountabilities of the post holder will be:

- The development, delivery and evaluation of an outstanding programme that is aligned to our strategy and utilises hybrid models (online, remote and in person) to deliver maximum impact / value for members.
- High quality professional development work across the sector, including training, leadership and UK wide networking events that deliver valued learning outcomes.
- Well-managed creative partnerships that contribute to project delivery.
- Useful, accessible, and well-accessed resources for members.
- Strong relationships with project / grant funders based on trust and excellent project delivery.
- To deliver an outstanding volunteer experience for Council members and Area Representatives.

Responsibilities

Strategy and Development:

- Working with the Engage Director, team, Board and Council to develop programmes and strategies aligned to members and key stakeholders' needs.
- Work with the Director, Engage Cymru and Scotland Co-ordinators to develop UK wide programmes.
- Take a lead on the delivery of programmes in England and of designated UK wide programmes.
- Ensure development, delivery, review, and evaluation of Engage's programmes – utilising hybrid models (digital technologies, remote and in person) and constantly innovating and adapting so that our programme is aligned to members' needs.
- Develop and implement an effective membership engagement strategy.
- Be a champion of learning and development across the arts education sector, ensuring a strong training and leadership programme is delivered by Engage.

Leadership and Management:

- Support and champion a high-performing, inclusive culture across Engage.
- Manage staff and freelancers within the team effectively providing coaching, support, and management in line with the organisation's performance framework.
- Effectively manage delegated budgets with the support of the Director and Finance Manager.
- Oversee the Engage Resource, including acquisitions, in liaison with hosts Goldsmiths, University of London.

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Delivery:

- Ensure clear project plans and effective management of key projects (within the Engage portfolio). Existing programmes may be reviewed by the post holder.
- Ensure effective evaluation and reporting of projects including preparing reports for Board and funders.
- Work with the Director, Business Development and Marketing Officer and fundraising consultant to identify funding opportunities, prepare funding bids / grant applications and manage corporate partnerships where appropriate.
- Provide support to the Engage Director in managing key membership relationships including working with Council to develop and promote the programme.
- Work with the Engage Director to ensure excellent volunteer management and support for Council members and Area Representatives including recruitment, induction, and communication.
- Lead the planning and management of the training, leadership and networking activities and providing administrative support as necessary etc.
- Ensure risk assessments, and appropriate Health & Safety management are in place for all events and projects.
- Lead on the coordination of our awards and recognition activities (currently including the Marsh Awards for Excellence in Gallery Education) and provide administrative support, as necessary.
- Work with the Engage Director to support Council, including attending meetings and follow-up of actions.

Stakeholders:

- Establish and manage creative partnerships that bring innovation and creative energy to our programme.
- Take a lead role in supporting Area Representatives including ensuring that information is circulated between area groups, attending some area group meetings, and encouraging area groups to programme networking and peer support activities.
- Contract and manage freelance contractors and facilitators involved in the delivery of Engage's activities.
- Manage and maintain key relationships with members.

Compliance and Risk:

- Ensure all project and event activity is fully compliant with policy and relevant legislation including health and safety, GDPR, charity law, fundraising etc.
- Ensure that digital technology utilised within our programme, projects and events is secure and that safeguarding is always a critical consideration.
- Be the lead staff member within Engage in ensuring good health and safety practice, in particular within event management.

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Other:

- Be an enthusiastic advocate for the arts education sector and the organisation's values.
- To actively engage in member-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- Maintain own professional networks and promote Engage on a local / national level.
- May be required to work some weekends and evenings.
- A reasonable amount of flexibility is required for all roles in Engage. As we are a very small team there may be occasions when you will be asked to cover other duties including periods when other members of staff are unavailable or on leave.
- Undertake any other duties and responsibilities commensurate with the post.

Person Specification:

Essential

Qualifications

- Educated to degree level standard or equivalent experience.
- Evidence of ongoing CPD.

Skills/Competencies

- Comprehensive knowledge of visual arts sector expectations, practices, and trends.
- Strong project management and organisational skills.
- Strong digital and IT skills including a range of digital technologies and media platforms – including their use within learning and programme delivery.
- Excellent event management skills, including a strong understanding of the principles and technical requirements of event management.
- High levels of creativity and ability to innovate and develop creative solutions / partnerships.
- Ability to establish positive working relationships / networks including commercial partnerships.
- Able to communicate clearly and confidently using a range of channels.
- Ability to thrive in a busy, fast paced and change-driven environment.
- Understanding of, and commitment to delivering an outstanding volunteer experience.
- Knowledge of all relevant legislation (i.e. health and safety).

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Experience of

- Developing and managing an educational, engagement or participation programme.
- Extensive experience of managing a programme of projects, events and/or activities.
- Planning, delivering, and evaluating individual events.
- Managing colleagues including performance management and coaching.
- Managing relationships with a variety of stakeholders including Board, members, funders and partners. Conducting risk assessments and coordinating budgets, financial systems, and processes effectively.
- Producing written reports and presentations to a high standard
- Be familiar with a range of communication channels including digital / social media.

Committed to principles of diversity and equality and implementing these within all areas of work. Comfortable working in a member-led environment with the ability to empower and build constructive relationships with Board and Council members.

Desirable

Experience of

- Working within the visual arts sector and/or within a membership organisation.
- Working with and/or supporting volunteers to thrive in their role.

Terms

The salary for the post is £32,830. The successful applicant will ideally begin in October 2021.

This is a full-time post and the Creative Producer will be expected to work 40 hours per week, between the core office hours of 9am-6pm Monday-Friday. The role involves a requirement to be flexible with occasional UK-wide travel and a number of overnight stays. Staff are entitled to up to 1 hour per day on average for breaks.

Engage is committed to offering flexible working where possible and by agreement. The postholder may work remotely. A workspace for up to one day a week is available at Engage's office in Farringdon.

Occasional travel to attend events or meetings within the UK and internationally may be required.

Normal leave entitlement is 25 days annual leave plus bank holidays. Engage does not pay overtime but operates a 'time-off-in-lieu' policy.

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Application process

To apply for this role, complete the following and send by email to recruitment@engage.org

- An **Application Form**
- A **Covering Letter**, maximum of one side of A4, which should describe why you are interested in this role and how it fits with your experience to date, as well as any additional information that you feel is important to support your application.
The letter is an opportunity to provide information not already covered in the application form.
- An **Equality & Diversity Monitoring Form**

The deadline for applications is Thursday 2 September 2021, 2pm.

Interviews may be held the week of Monday 13 September or Monday 20 September 2021.

Apologies, Engage are unable to offer feedback to applicants not shortlisted.

If you require more information about the post, please email recruitment@engage.org. We will be happy to answer questions and help with any practical issues concerning your application.

Engage is committed to equality of access to its employment. We welcome applications from all sections of the community. Should you need application details in another format please contact Engage recruitment@engage.org

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About Engage

Engage is the lead advocacy and training network for gallery education. We support arts educators, organisations, and artists to work together with communities in dynamic, open exchanges that give everyone the opportunity to learn and benefit from the arts. Engage has 700+ members in the UK and abroad in c.270 organisations.

Engage is an Arts Council England Sector Support Organisation and receives funding for its programmes in Scotland from Creative Scotland and for the programme in Wales from the Arts Council of Wales. Funding has also been received from trusts and foundations, individuals, and the corporate sector.

Engage **will work across five priority areas:**

- Train the workforce
- Diversify the workforce
- Increase the profile and visibility of members' practice
- Provide opportunities for members to debate and shape practice, and
- Lead sector advocacy

Engage Cymru and Engage Scotland programmes are delivered by programme coordinators and supported by voluntary development groups. Engage has an active network of Area Groups across the nine regions in England, which provide peer support and professional development for members.

You can find more information about Engage on our website www.engage.org.

Engage Governance and Staffing

Engage is a limited company with charitable registration, governed by a Board (of 15 Trustees), which meets quarterly, and a Council (of c.30 Area and Special Interest Representatives), which meets three times a year.

Engage's team comprises:

London office

Director (f/t)
Creative Producer (f/t)
Business Development
and Marketing Officer (p/t)
Executive Assistant (p/t)

Other Engage team members (working remotely)

Engage Scotland Coordinator (p/t)
Engage Cymru Coordinator (currently f/t)
Engage Journal Editor, freelance (p/t)
Alexandra Reinhardt Memorial Award Coordinator,
freelance (p/t)
MaxLiteracy Award Coordinator, freelance (p/t)
Youth Arts Scotland Coordinator, freelance (p/t)
Interim Finance Manager (p/t)
Interim Bookkeeper (p/t)

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Engage is supported by:



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