



Job Description

Job Title:	Creative Producer
Responsible to:	Chief Executive
Hours:	22.5 hours per week
Salary:	£30-35 PA pro rata (negotiable depending on experience)
Term:	Permanent
Start date:	1st April 2017 (or sooner if appropriate)

The Creative Producer role at Kala Sangam is an exciting opportunity for an outstanding individual to have a profound creative and organisational impact on an established company at a crucial stage in its journey.

Working alongside the Head of Education and CEO, the successful candidate will be involved in key strategic decisions, will curate, programme and commission work to the highest standards.

This individual will also explore the potential future life of our work while keeping in mind audiences development and improving access and appeal from all sectors of the community.

Duties include:

- To work with the Head of Education and CEO to manage the conception, development and implementation of the company's new artistic programme
- Programme and curate 2 seasons of work per year post September 2017, commission work/artists, and related projects
- Development of co-production projects arising from the organisation's artistic programme and external partnerships

Programming

- To foster creative relationships with other arts organisations/artists in the region, nationally and internationally
- To work with the Head of Education to organise, and lead where appropriate artist development opportunities to develop and nurture the relationships with key artists and organisations across a wide-range of initiatives including staged productions, co-productions, cross-arts festivals, commissions, community engagements and presentations.
- Negotiate artists' and organisations' deals and contracts and issuing contracts in a timely manner in keeping with Kala Sangam's contracting system.
- Draw up and manage whole project budgets and schedules.

- Work closely with Kala Sangam's Technical, Finance & Administration, Marketing & Communications, Education & Volunteering teams including any external consultants to provide them with requisite information.
- Work closely with artists, co-producers, presenters and other collaborators as required.
- Opportunities for work in progress by local, regional and national artists to feature in the company's programme
- To keep abreast of current national and international trends with regards to south Asian arts and intercultural practice and see potential visiting companies and their productions
- To assist in the running of all aspects of the programme, including negotiating and contracting creative partners and managing budgets.

Commissioning / Co-producing

- Build relationships with co-commissioners and co-producers.
- Draw up summary proposals and budgets for co-production projects.
- Manage the contractual process, working closely with artists and arts organisations.
- To actively seek out new and emerging artists of interest to the company
- To be part of the creative team involved in the selection and commissioning of artistic projects across the company's programme of work
- Identify partners and financial resources for the company's creative projects

Marketing and Communications

- Work closely with the Marketing, Communications, Education & Volunteering teams to identify opportunities, ensure sharing of clear and up to date project information and requirements and delivery of effective marcomms campaigns, delivering positive engagement experiences for public, participants, partner organisations and volunteers.
- Commitment to audience development and engagement strategies and their implementation.
- Work with the Marketing and Communications team to update social media channels with relevant project related content, in accordance with Kala Sangam's policies and guidelines.

Monitoring & Evaluation

- To assist in the monitoring and evaluation of the company's programme of work
- Collect, collate and prepare reports as required by funding organisations and stakeholders.
- Prepare and write reports and undertake other similar administrative functions as and when required.

- Manage projects to deliver and fulfil monitoring and evaluation data collection and support the Kala Sangam monitoring and evaluation framework

Other duties

- To observe the company's Health and Safety policy and to co-operate with the company to enable compliance with any duty imposed on it by law.
- To ensure equality, inclusion and diversity are at the core of your working practices.
- To contribute towards the company's environmental strategies, ensuring sustainability goals are reflected in all aspects of the company's work.
- To undertake appropriate training, as required.
- To undertake other tasks and duties as may reasonably be requested by the Chief Executive or the Board, commensurate with the level of the post.

Personal specification

Criteria	Essential	Desirable
Qualifications	Educated to degree level or equivalent or qualified by track record of relevant experience.	Post graduate arts or arts management qualification.
Knowledge	Up to date knowledge of south Asian and performing arts. The opportunities and realities of developing and delivering creative programmes in artistically and financially demanding environments. The business, artistic and funding environment within the arts sector. National agendas relevant to role.	Governance, legal and statutory requirements of running a charitable company.
Experience	Senior management in a professional arts organisation. Programming a diverse and varied professional arts programme. Team leadership and management. The development of new and diverse audiences. Partnership and collaborative working. Public and private fundraising in the cultural sector.	Working in a community focused venue. Building business and philanthropic giving in an arts environment.
Skills	Managing and developing people in a creative environment. Managing budgets and achieving financial targets. Communication, advocacy, presentation and public speaking. Time management and workload planning. Ability to work under pressure.	Strategic business planning.
Personal Qualities	Inspire, motivate and support the staff team and all who come into contact with Kala Sangam Centre. Be entrepreneurial and forward thinking. Demonstrate drive and commitment. Be well networked within the cultural sector.	
Circumstances	Ability to work flexible hours, including evenings and weekends	Current driving licence (unless due to disability)