

Knowle West Media Centre

Arts Producer

1. JOB DETAILS

Job Title: Arts Producer

Hours: Part time (2 days a week, 15 hours per week) from start of April 2019 to end of November 2019

Out of office hours working will be necessary when there are evening and weekend events.

Salary Grade 3

Location: Knowle West Media Centre

Access: There is wheelchair access.

2. JOB PURPOSE

The Arts Producer will work with the Head of Arts and Senior Arts Producer to support the design, development and delivery of the “100 Years of Knowle West Style” project, based on principles of excellence, inclusion, diversity and community engagement.

As part of the KWMC team, the Arts Producer will lead the delivery of “100 Years of Knowle West Style” project, overseeing engagement, making, event production, evaluation, and liaising with partners and stakeholders. This will include working with and supporting artists, and engaging, building relationships and collaborating with local residents and local community organisations. The Arts Producer will ensure that all aspects run smoothly for the benefit of the artist, participants and audience.

The role will include collaboration and ensuring that the community are engaged in the development of the programme.

The project forms part of a wider programme called “Homes for Heroes 100” - a collaborative programme of events and activities across Bristol marking the centenary of the 1919 Housing and Town Planning Act (known as The Addison Act after the then Minister of Health and Housing Christopher Addison) which led to the building of large-scale council house estates in this country.

A full description of the “100 Years of Knowle West Style” project is available separately. In summary, the project focuses on uncovering, exploring, understanding and telling the story of Knowle West’s hidden heritage through three distinct strands:

(a) *Landscape and architecture*

How has Knowle West's farmland origins and Garden City aspirations shaped and informed its physical identity? Which buildings or public spaces have become iconic within the neighbourhood?

(b) Domestic interiors

How have home interiors, which were traditionally focused around the 'Parlour Room', been reinvented through decades of changing fashions and functions?

(c) Everyday lived culture

From the first settlers displaced by slum clearance and their third and fourth generations to newer settlers and growing diversity, who and what are Knowle West's distinctive style icons? How could the eclectic mix of hidden cultural heritage be explored and represented: tattoos, hunting, boxing, horses, trip-hop, country and western, and much more besides.

The project will include a mix of participative research, craft and making, and site-specific events.

3. ACCOUNTABILITY

Accountable to the Head of Arts and KWMC Trustees.

4. MAIN TASKS AND RESPONSIBILITIES

- To develop and deliver all aspects of the project and lead on some elements, under the direction of the Head of Arts and Senior Arts Producer.
- To support the project artist(s) to become immersed in the community, shape and deliver the commission, and work with volunteers, heritage experts, archival material and community members.
- To work with the artist and wider KWMC team in the development and delivery of engagement and participation strategies needed for the project.
- To actively engage and coordinate community groups, local participants, heritage experts, makers, and wider project partners as required.
- To provide expertise and guidance regarding installations within the public realm, ensuring appropriate heritage considerations.
- To support event management and planning, including ensuring contingency plans, technical requirements, and risk assessments are in place.
- To work closely with appropriate staff, including the KWMC Communications & Press Manager, to ensure excellent visibility of the project to a wide variety of audiences, including via social media.

- To co-ordinate the documentation of events, exhibitions and engagement activities through live documentation (video, still photography, etc).
- To assist the Head of Arts and Senior Arts Producer with the evaluation of project outcomes and contribute to art programme reports.
- To ensure that all artist and engagement details are collected and stored and all documentation and archive materials collated as appropriate at the end of a project.

5. KEY RESULT AREAS

- Development and delivery of the project to meet the ethos and aims of KWMC and the context of the wider “Homes for Heroes 100” project.
- Ensure the project programme stays within budget and timetable.
- Facilitate a range of local residents to develop and share their skills, knowledge and culture.
- Support the artist(s) to develop their practice within the context of Knowle West.
- Facilitate and coordinate processes, events and artistic outcomes that demonstrate the value and richness of Knowle West’s cultural heritage in tangible and engaging ways.
- Develop new audiences, locally, city-wide, and beyond, to engage and value the richness of Knowle West’s cultural heritage.
- Oversee the creation of high quality content and outputs that can be shared as part of the wider project and the Festival of the Future City in October 2019.

6. COMMUNICATIONS AND WORKING RELATIONSHIPS

The post holder must communicate with local residents, building their capacity to participate and become involved in the delivery of the project. In addition, the organisations that this post will be required to communicate with are very diverse, including local and national statutory, voluntary and heritage organisations, charitable trusts, non-governmental organisations, and the private sector.

7. COMMITMENT TO HEALTH & SAFETY, CONFIDENTIALITY & EQUAL OPPORTUNITIES

Health and Safety/Security

It is the duty of every employee to work in such a way so that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk.

Confidentiality

In the course of every employee's duties, they may have access to confidential material about members of staff, volunteers or KWMC business. On no account must information relating to identifiable people or organisations be divulged to anyone other than authorised persons. If in any doubt whatsoever as to the authority of a person or body asking for information of this nature, the employee must seek advice from their manager. Failure to observe these rules will be regarded by your employers as serious or gross misconduct, which could result in disciplinary action being taken against you.

Data Protection

Every employee is required to comply with current Data Protection legislation whilst exercising their duties at KWMC, in order to protect individuals' personal data and privacy, and ensure personal data is processed in accordance with the law. This legislation comprises the General Data Protection Regulation (GDPR) which came into force on 25 May 2018 and the new Data Protection Act (DPA) 2018. KWMC affirms that it will hold only such personal data as is necessary and proportionate, and only for as long as needed. Further, steps will be taken to ensure this data is accurate and up-to-date. Associates are expected to uphold these standards when dealing with both their own data and the personal data of others.

Equal Opportunities

Our commitment

KWMC welcomes and celebrates diversity and differences between people and the strengths these bring to our communities and workforce. KWMC aims to provide excellent and efficient opportunities and services enabling everyone to fulfill their potential. To do this we must give everyone equal access to services and job opportunities.

Treating everyone the same does not necessarily give people equality of opportunity. Sometimes we need to treat people in a different way to give them the same access to a service or job.

We recognise that everyone is different and we will treat people as individuals.

This job description is subject to review and amendment in response to the changing needs of the project.

January 2019

Person Specification: Arts Producer

Essential knowledge, experience and skills

Knowledge:

- A degree in the field of arts, heritage or equivalent experience.
- Knowledge of current trends and debates relating to contemporary, digital, public realm, heritage and socially engaged arts practices.
- Understanding of environmental and heritage issues when working in the public realm

Experience:

- Experience in project co-ordination, planning and organising multiple tasks
- Experience of working with artists and creative practitioners
- Experience of working with communities in a socially engaged way
- Experience of co-ordinating events
- Experience of delivering arts projects in the public realm
- Experience in exhibition design; including practical 'hands-on' knowledge
- Experience of working with / supporting artists to work with digital media (such as web, social media, film-making)
- Experience of managing and co-ordinating technical requirements needed for off-site projects including: lighting, audio equipment etc.
- Experience of effective partnership working
- Experience and understanding of managing project budgets
- Experience of marketing events through a variety of channels
- Experience of co-ordinating documentation and supporting project evaluation

Skills:

- Excellent time management skills
- Ability to focus on attention to detail while working under pressure
- Ability to motivate and interact with people from a wide range of cultural, voluntary and statutory organisations, and local people
- An effective communicator and collaborator with confident presentation and excellent writing skills
- Able to be self-motivated, use initiative and work to tight deadlines

Desirable skills and experience

- Experience of supervising volunteers
- Experience of co-ordinating catering for events
- Knowledge of the local area of Knowle West and / or South Bristol
- Experience of working with archive material

General Requirements

- Prepared to undertake continued professional development
- Ability to occasionally work evenings and weekends when required

We welcome and encourage applications from those currently underrepresented in our workforce and in the arts community; particularly working class people, people of colour, Lesbian, Gay, Bisexual, or Transgender and disabled people (as defined by the Equality Act 2010). We are committed to managing a fair and equitable recruitment process.

We guarantee an interview for anyone who identifies as one or more of the above and fulfils the minimum requirements of the role. If you would like this to be a consideration in your application, please indicate in your submission.