



CREATIVE PRODUCER

12 month initial freelance contract (Jan '24 – Jan '25) |
approx. 2/3 days per week | Fee £140/day (eq. £33,600 pro rata)

Who we are

Valley Arts is a performing arts charity rooted in the rural Chew Valley community between Bristol and Bath. Our vision is for everyone in rural communities to be entertained, inspired and supported by the arts, through access to high quality, thought-provoking and diverse live performance without barriers. We want to be part of a world where creativity is enjoyed by everyone.

We offer a year-round programme of events and activities including regular professional performances in village venues, a thriving weekly youth theatre, holiday clubs and school workshops and outdoor summer performances. This all culminates each year in a vibrant month-long autumn Fringe Festival.

2024 will be an exciting year for us - enabled by new Arts Council funding we will be creating and performing 'Rising Waters', a community production involving local people co-creating & performing alongside local theatre makers. This will take place in the summer of 2024 We're looking for a new member of the team to shape and deliver both strands of this work.

What we'd like to achieve

We have spent the last 12 months deepening our understanding of audiences across our communities, developing new partnerships and collaborations, and creating new opportunities for people to connect with performing arts. Supported by Arts Council England using a Listen, Learn, Test approach we have been concentrating on four strands of work: Seniors, young people, local creatives and community connectors. 'Rising Waters' is the culmination of this work and will sit alongside our year long programme of events and activities.

The role

In this role you will join our small dedicated team, supported by an active board of Trustees. This will be a very outward facing role and will involve delivering Rising Waters, alongside an Artistic Director, and producing our core programme of year round events and activities. This will include regular events in local venues and a summer programme at Yeo Valley Organic Gardens, followed by the Fringe Festival in the autumn. The role will need to continue to develop local partnerships by communicating proactively and creatively with community members, volunteers and local partners.

Core responsibilities:

- Work closely with Creative team to deliver 'Rising Waters' in summer 2024 and manage delivering the project against the agreed timeline.
- Working with the Creative team, plan the delivery of a series of events to engage local communities in 'Rising Waters' and beyond
- Working closely with the Programme Coordinator, produce events at local venues, including a summer season at Yeo Valley Organic Gardens and the Autumn Fringe Festival.
- Manage project budgets and work closely with board member responsible for finances keeping all financial data up to date.
- Fundraise for grants, trusts and foundations for future projects, again with support from the board
- Manage timeline, budget and final evaluation of successful grant applications
- Develop our Valley Theatre Makers group and support a developing local music group
- Working with the Education Coordinator, support planned activities in schools, youth theatre and holiday club provision as required.
- Continue to build relationships with volunteers and co-ordinate volunteers who support our regular programme of events
- Manage and deliver the development and distribution of project evaluation reports including the collection of data including a final activity schedule and reconciled budget.
- Draw up agreements with all visiting companies
- Event manage events as part of our year-round and festival programme
- Manage the health and safety for all project activities, including preparing risk assessments.

Additional responsibilities

- Stay informed about relevant activities going on in the area, key dates and developments which may impact the work of Valley Arts.
- Maintain a good overview of the booking diary, and a good understanding of the operational running of Valley Arts.

- When needed, help the Events Coordinator to respond to tech requirements from visiting performers and help plan the audience experience at Valley Arts events.
- Act as the lead coordinator at some events.
- Support fundraising, build relationships with local sponsors and help manage sponsor relationships.
- Help trustees in building relationships with local partners, schools and community organisations.
- Contribute to the monthly activity report for Trustee meetings.
- Attend monthly Trustee meetings
- Act as an enthusiastic advocate and champion for Valley Arts and have a thorough understanding of the charity's mission, vision and aims.

Skills and experience

The successful candidate will be able to demonstrate:

- Recent experience of working as a producer with/for creative organisations - ideally in a rural arts context
- Be based in or near the Chew Valley
- Recent successful fundraising experience, especially with Arts Council England
- Experience of engaging, developing and/or communicating with diverse audiences
- Ability to work on own initiative and within a small team, managing and prioritising a complex workload with attention to detail.
- Excellent communication skills, both verbally and in written form, with good listening skills.
- Excellent organisation skills and ability to work in an efficient, confident and tactful way with proven experience of managing multiple work strands.
- IT Skills in Microsoft Office (or similar) including working with spreadsheets and Google Drive
- Good Health and Safety and Safeguarding knowledge.
- Good understanding of data privacy under GDPR
- Current experience managing budgets, overseeing evaluation, and writing project reports.
- Passion for the performing arts and the positive impact it can have on communities.
- Understanding of and proactive approach to inclusion and access including neurodiversity, mental health, age, ethnicity and class

Role summary

Reports to: Lead trustee

Relationships: Trustees, Events Coordinator, Education Coordinator, and Social Media Coordinator

Start date: Jan 1st
Duration: 12 month contract on a freelance basis, with hope to extent subject to funding
Hours: Part time hours, approximately 2 days/week, to be worked flexibly. These may be increased as we get nearer to the performance date
Place of work: Home working and at venues around the Chew Valley as required
Other: Own IT equipment, phone and transport required
Fee: £140 per day

If you would like this document in a different format, please contact us.

To apply

Please send your CV (no more than three pages) and a covering letter (no more than two pages) explaining your suitability for the role to Geraldine Hill-Male at geraldine.hill-male@valleyartscentre.co.uk by midnight on Sunday 3rd December. Interviews will be held online on Thursday 7th December and we will notify you if you are invited to attend by 6pm on Tuesday 12th December.

If this way of applying isn't accessible or comfortable for you, please contact Geraldine Hill-Male to discuss a more suitable way of applying and how we might be able to support you. Geraldine is also happy to answer any questions you may have, or have an informal chat about the role.

We believe our work will be stronger with greater diversity and welcome applications from those who bring balance to our team. Valley Arts welcomes the whole person to work, and we understand that each of us brings our experiences, our backgrounds and our own unique lens to what we do.