



Programme Producer (Solent) recruitment pack

This Information is available in a variety of formats including Large Print.

The Basics

Reporting to: Rachel Clare, Artistic Director, Crying Out Loud
 Location: Historic Dockyards, Portsmouth (main location)
 Key working relationships: Sud Basu, Consortium Partner
 Sarah Macnee, Executive Director, Crying Out Loud
 Minnie Boardman, Administrator, Crying Out Loud

Salary

£25,000 per annum

Term

Permanent with flexible hours including evenings and weekends
 Full-time, or near full-time depending on experience

Holiday

20 days plus Bank Holidays

Pension

Auto enrolment after 12-week probation period (opt out available)

Timeline

Application Deadline: 9am Monday 23 January 2023
 Interviews: week beginning 30 January 2023
 Start Date: Monday 03 April 2023

About Us

Founded in 2002, by Rachel Clare, Crying Out Loud (COL) has nurtured both creative projects and individuals and has blazed a trail in new ways of thinking about contemporary performance for the last 20 years. This work has evolved over the years yet has always maintained a powerful aesthetic of the unusual, the visual and the gravity defying. In the last five years, COL's work has focused on supporting and nurturing artists, programming events in venues and site-specific locations across the UK and initiating and realising international collaborations and opportunities.

In 2022 COL relocated its main base to Portsmouth as well as commenced a relationship with a brand-new company formed by UK based Producer Sud Basu. From April 2023, COL and Sud will develop a three year programme of work which will include presenting and producing ground-breaking work by UK and global artists and supporting creative exchange and the touring of new work in the UK. Our role in the Solent area will be a critical part of these plans where we will provide dedicated support for local and regional artists and creatives to develop their practice and work.

What working with us will be like

We are a small team who work remotely across the UK, committed to flexible and inclusive working practices. Our main office is in Portsmouth – where this role will be based – and where we will meet weekly. Our approach to working culture is focused on actions and collective needs. Meetings will be scheduled to account for flexible working and caring responsibilities. We commit to listening, learning, implementing actions and collaborating to ensure our consortium is inclusive at every level – from the way in which we work as a team, to the stories represented by our projects, to the people who make, shape, and experience them. Formal and Informal training will be offered – aligned with your interests and specific needs.

We believe our work will be stronger with greater diversity and welcome applications from people with diverse lived experiences, bringing fresh perspectives and ways of working. Our team encourages everyone to bring the whole person to work, and we understand that each of us bring distinctive knowledge, our backgrounds and our own unique lens to what we do. We actively encourage applications from a wide range of lived experience – from people of colour, people with disabilities including ‘invisible’ disabilities and neurodiversity such as autism and dyslexia.

What we are looking for

As Programme Producer you will be a key role for us in the Solent Area working with Rachel as part of the COL consortium team. You will support all Solent focused elements of project development and delivery activities and ensure our partnerships and activities are kept alive across the year. You will lead on coordinating our talent development schemes in the area and support our ambitions to build large scale projects which engage widely. You will engage directly with artists, with cultural partners across the Solent – and be a key interface between our consortium, creatives, audiences, and communities that we work with. You will proactively collect and organise data on creative activities, thus providing valuable evidential support of the consortium’s outcomes and impacts. We are looking for someone to learn with us, and to develop their own skills and confidence as part of a new team delivering an ambitious body of work.

About You

Perhaps you have worked in an administrative or some form of producing capacity in the arts, education or film sectors – these are all very transferable contexts to working with us. You are passionate about culture and its role in contemporary life and might be looking for a new challenge in working on a new ambitious programme for the Solent. You’ll be confident about working with others. You’ll know how to use practical office systems – and work with others to define administrative needs and be able to respond to them proactively.

Role Profile

The role will have operational concern for Solent based activities - focusing on these three areas:

- Solent Programme Research & Development
- Solent Programme Management
- Solent Administration & Finance

Solent Programme Research & Development

- Undertake research on behalf of the Consortium, on venues, partnership, artists and activity – attending meetings and coordinating discussions as relevant
- Collate and manage information and data – including those connecting with project planning and fundraising
- Represent and promote the Consortium and its individual artists and activities at local, national and international level where required

Solent Programme Management

- Work closely with COL and Sud to support the production of programme activities - ensuring needs are considered and supported for each and every project – and resourcing elements have been developed and accounted for
- Update and oversee project plans, programme management tools and updating and flagging risks as appropriate
- Attend meetings, contribute views and take minutes as appropriate
- Attend Consortium activities and projects – in some cases leading on specific outputs
- Coordinate evaluation needs on behalf of the Consortium – including data collection and management
- Liaise with partners, and coordinate meetings.
- Coordinate filing and sharing of information for Solent based activities in line with COL existing systems
- Support clear and consistent communication with all artists and creative teams involved in the programme
- Work with COL and Sud on all contracting requirements – including those with key creative partners, with particular consideration given to managing delivery
- Work closely with COL and Sud on clear and coherent Marketing & Comms activities

Solent Administration & Finance

- Arrange activity logistics, including travel and accommodation making sure needs are met if they are organised by third parties
- Coordinate project budgets for activities with COL's Executive Director
- Organise the Portsmouth shared office, and engage, on occasion, with operational/facilities management needs.

Flexibility

The Consortium team work flexibly, depending on activities. The postholder will be required to show a flexible approach to working within the team – this may involve revisions around specific responsibilities, and occasional support for non-Solent activities. The postholder can also request extra support from the team at key critical times for the Solent programme.

Person Specification

Desirable Skills

- Broad range of administrative experience in science, arts, education, creative or screen sectors
- Experience of working with artists, venues and/or festivals in the Solent area
- Strong ability to work independently, and also collaboratively with a wider team at pace
- Ability to manage own workload, prioritise tasks and work to deadlines
- Ability to communicate clearly, enthusiastically and positively with people with a range of lived experience

- An understanding of working with project planning systems and tools
- An understanding of data capture, evaluation and reporting
- Good time management and ability to meet deadlines
- Good level of computer skills including email, Word & Excel

Personal Attributes

- An interest in Producing creative works
- A love of data and/or organisation!
- A passion for place, particularly the Solent and its creative activities
- A flexible mindset and approach - and willing to learn new things
- A confident and highly organised working approach to planning and delivery
- A strong commitment to equality, diversity and inclusion
- A strong commitment to sustainability and understanding of the climate change agenda

How to Apply

If you think you are a good fit for the role, please send us

A letter of no more than two sides of A4 (or a voice recording, maximum three minutes*) explaining why you are a good fit for the role and how you would approach the responsibilities - *you can record this on a phone or similar device - we want to listen to you, so don't worry about high production values!*

A current CV (or three minute recording*) telling us about your work experience to date - *this should give us a sense of how your previous experience make you a good fit for this role.* *For emailing large files such as a film, please use [We Transfer](#) or [Hightail](#).

The names and contact details for two referees including one from a current or prior employer - *if you do not have a recent employer, please give us a referee who can offer to give an independent assessment of your skills*

A completed Equality and Diversity Monitoring Form, submitted as an [online form](#) *this is separated from your application and will not be used in our assessment - it is so that we can judge how we are doing in our commitment to inclusive recruitment.*

Responses (written or recorded) should be submitted via email to projects@cryingoutloud.org

Shortlisted candidates will be notified by 27 January 2023.

Interviews for shortlisted candidates will be held by video-call week commencing 30 January 2023.

If selected please inform us if you need any additional support for the video-call interview.

Privacy

The information you supply on the application form will be kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process.