

CREATIVE PRODUCER (TRAINEE) FAQs

- What is a Creative Producer?

What a great question! And the answer will vary depending on which organisation you are in. At Sampad, it is about making things happen by working closely with artists and often with our communities. There is often a lot of administration involved in making things happen – from producing contracts, booking rooms, sourcing materials or props, artist management/liason and ensuring that the creative project remains on track and makes the impact you want. This also involves capturing data. There is creativity involved, in supporting artists to develop ideas, sharing ideas with artists or vice versa and helping these to be shaped and then managing the process to delivery. So in essence you may be the lynchpin that holds the project during production.

- What kind of experience are you looking for?

We see this a second or third step for someone on their career ladder. You will already be working – but you may not work in the arts or creative industries. You will most likely be working in an office environment and be developing solid administration skills – you may be making very different things happen for example enabling people to access specialists in a healthcare setting; working in finance or a learning setting but you will have a passion for the arts and wanting to make that leap in to this industry.

- What kind of things will I be doing?

Some of this is covered above – it is a very varied role so if you love variety, this could be right up your street. One day may end up being very administrative – being in meetings, producing contracts, ensuring the Purchase Order information is updated, liaising with our Finance Officer regarding payments and another day you could be off site supporting an artist to deliver a workshop in a community setting. By ‘supporting an artist’ we don’t need you to have artistic skills – you would be welcoming participants, taking a register, ensuring everyone has materials, setting up the space and then supporting the artist in any way they need. You will probably also be talking to participants to get feedback and taking notes to feedback to the team/your line manager.

- Do I need to have worked in arts/culture before?

No, we are looking for someone who has an interest in making the leap into the arts or creative industries but doesn’t necessarily work in the sector. You must have at least 3 years experience in a working environment where you have administration experience – for example you may have worked in a support function as an administrator in another sector. We are looking for excellent IT & communication skills and an ability to work in a busy environment, managing multiple priorities and able to work to deadlines.

- How big is the Sampad team and who will support me in this role?

We are currently a small team of 7 – the roles in the team are Artistic Director, Executive Director (p/t), Marketing Manager, Learning Manager (Children & Young People) (p/t), Finance Officer (p/t), Programmes & Projects Coordinator and Marketing & Programmes Assistant (p/t). You will be supervised primarily by the Learning Manager.

- Can I work remotely?

As a trainee role this job is based in our lovely offices at Midlands Arts Centre. We think it's important that the role is connected to other members of the team and also the wider creative community through being based in offices that are shared by MAC staff and Arts Connect. In addition, as an arts centre, it is often used for conferences, events and meetings and potential to meet people working in the wider sector.

- What days of the week do I need to work?

The sessions are currently on Tuesdays and Fridays, however, the Friday session may be rescheduled to a different day of the week. We would suggest that working days are Monday, Tuesday & Friday at the moment but this may change and we may have more information by the interview date. Please do feel free to talk to us about any fixed days that you would not be able to work. You need to be aware that you may be required on some evenings and weekends but this is not on a weekly basis and would be arranged in advance.

- Will I need my own equipment?

We have all the equipment that is required in the Sampad office. However, at present, we do not issue Sampad staff with a mobile telephone and you do not need to share your number with external organisations or individuals. We do have a shared Sampad mobile which can be used for off-site working when delivering workshops or other activity.

- Will you cover my expenses?

We will cover expenses incurred as part of your work as long as these are agreed in advance for example your travel from MAC to an off-site workshop on public transport or buying materials for a workshop. We do not cover travel from home to work on a daily basis as this is a cost everyone has to meet themselves.

- Finally ... is this the role for me?

If you are looking to become a future creative leader in the city; if you can work both in a team and on your own initiative and you like making things happen, then this could be the perfect opportunity. It is a temporary contract but it will give you the breadth of experience needed to get into the interview room for roles at the next level.



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