

Creative Producer (Trainee)

Part Time (3 days per week – 22.5 hours), Temporary fixed term contract for 5 months

Fixed Term Contract: £26,357.00 pro rata (3 days per week for 5 months)

No overtime is paid but Sampad operate a Time Off In Lieu system.

Hours: 22.5hours (Part Time)

Location: Based at Sampad offices, Midlands Arts Centre.



Closing Date for Applications: 15th March 2023

Interviews: Wednesday 22nd March 2023

Purpose of Position

This position is funded by Birmingham City Council's Cultural Development Service as part of their 2022-23 Cultural Diversity Arts Activities Commissioning (Cultural Leadership) Round.

The 2022-23 Cultural Diversity commissioning focuses on addressing the underrepresentation of ethnic minorities in the arts workforce and in arts audiences by engaging local arts practitioners (artists, arts leaders and creative producers) aged 18+, who are seeking progression routes into arts and cultural leadership.

In line with the funding criteria this opportunity is specifically targeted towards Birmingham resident ethnic minority individuals aged 18+, who are seeking progression routes into arts and cultural leadership.

We welcome any informal enquiries or conversations about this post. In the first instance please email sabra@sampad.org.uk

Application Process

Please complete all sections of the Application Form and email to info@sampad.org.uk by the closing date. Please note that CVs will only be accepted as supplementary information. For further information, please email info@sampad.org.uk.

The Role

We are looking for a dedicated self starter with at least 3 years experience of employment who wants to make the leap into working in arts & culture or who is already working in arts & culture but would like to develop further experience of leading and producing cultural projects.

You will work across a number of Sampad's projects with a key focus on

BEDLAM 2023

SAMPAD are a key partner in the BEDLAM Arts & Mental Health Festival partnership which is led by Birmingham & Solihull Mental Health Foundation Trust (BSMHFT). Other partners in BEDLAM are The Birmingham REP, MAC and Red Earth Collective. For 2022-23 the BEDLAM partnership has received funds from BSMHFT to develop and lead participatory community projects working with NHS Primary Care Networks.

The project has started running in February 2023 with the commencement of one of the participatory community hubs, with the second hub to follow soon. Activity at the hubs will continue until early July. There will be a BEDLAM Showcase Event on 16 May 2023 sharing the work of all the partners.

You will

- Work on the participatory community outreach programme (April-July) in collaboration with NHS Primary Care Networks, working with our BSMHFT partners, liaising with PCN Coordinators, venues, sourcing and supporting appropriate artists for Sampad's BEDLAM community programme in two settings (South and East Birmingham) and keeping an overview of the work created during these outreach projects to
- Lead on the creation of Sampad's element of the BEDLAM exhibition for the MAC Community Gallery in May 2023 as part of the BEDLAM 2023 Showcase event to mark World Mental Health Awareness Week. This will include working with the participants & artists to select work, design how the work will be presented, clear permissions, liaise with MAC, identify resources required and install the exhibition.
- Support the production of a new work co-produced by SAMPAD and SHOUT Festival to be part of the BEDLAM 2023 Showcase. This work will be led by artist Ash Mukherjee working with the Journey LGBTQ group of asylum seekers. The work builds on Phase 1 which was presented at SHOUT Festival in November 2022. Rehearsals and production for this commence in April 2023 (please note there will be a number of weekends to work for this project).
- Work with the wider team to ensure that the project is delivered successfully including with the Marketing Manager to ensure that marketing campaigns are delivered and assets are created and with the external Evaluation Consultant to ensure that the correct information is being gathered to produce a robust evaluation.

KEY TASKS

- Lead on the delivery of the BEDLAM programme. You will be responsible for the planning and co-ordination of the outreach work taking place in our two offsite hubs including liaising with artists, booking relevant artists, liaison with venues and NHS partners.
- You will be scheduling workshops as appropriate, attending partner meetings & be responsible for communicating with the wider team about the project.
- You will work closely with the NHS partners to ensure there is sufficient participant engagement with each session. This may include developing wider networks to attract participants.
- Work closely with our Marketing team to produce appropriate copy, images, content, resources and materials.
- Support the recruitment and induction of volunteers if appropriate.

- Planning and assisting with workshop delivery where required (all workshops are led by an artist).
- Take part in a weekly core team meeting.
- Working closely with other members of the team, contributing to decision making and working with partners and artists.
- Undertake the production of schedules, contracts, risk assessments and day-to-day administration.
- To lead on artistic liaison and support the artistic team in rehearsal under the direction of the show Director (BEDLAM Journey Group project).
- To lead and/or assist with event management.
- To lead on collecting information that will help us to evaluate the impact of activities throughout the project. This will include recording feedback from artists and participants; collecting data including numbers attending sessions; taking notes at debrief sessions and staying connected to an external independent evaluation consultant.

The successful applicant will be expected to

- Support and promote Sampad policies, including but not limited to our Equality, Safeguarding, Health and Safety, GDPR and Data Protection.
- Perform any other reasonable duties as requested during the contract

By the end of this placement we envisage that you will have:

- Developed further knowledge, skills and networks
- Developed confidence through engaging with our communities
- Developed leadership skills through taking responsibility for key elements of our projects
- Gained insight into arts leadership within a diverse organisation
- Increased your readiness for professional employment in arts, culture or heritage

PERSON SPECIFICATION

1.Core Experience – You would be expected to meet the majority of these specifications and demonstrate (1) and (2) in in your application	Desirable Experience (Please try to give examples of these in your application where you have this experience, skill or knowledge)
<ul style="list-style-type: none"> • Experience working in an administrative role for a minimum of 3 years. 	<ul style="list-style-type: none"> • Experience of assisting with co-ordination, management or producing projects – this could be through education, school, work experience or volunteering • Interest in or experience of the health or community sector • Experience of writing copy for blog posts and social media updates • Experience of working in communities
2. Skills, Knowledge and Abilities	
<ul style="list-style-type: none"> • Knowledge and/or interest in the performing & visual arts and in particular intercultural arts and/or South Asian arts • Good written English with strong attention to detail • Excellent IT skills and confident in using Microsoft Office (outlook, word and excel) • Excellent communication skills with the ability to interact confidently with new people • Strong organisational and time management skills, including the ability to prioritise and work to deadlines. 	<ul style="list-style-type: none"> • Understanding of arts projects production processes • Awareness of Health & Safety practices and procedures • Awareness of Safeguarding practices and procedures • Ability to work in a fast-paced environment • Understanding of key considerations when working in communities
3. Personal attributes	
<ul style="list-style-type: none"> • A positive, friendly, approachable manner, and willingness to go the extra mile. • A thorough approach with a commitment to task completion. • A willingness to work evenings and weekends. • A reliable and strong team player, committed to collaboration and developing knowledge and expertise • An active commitment to and understanding of inclusion, equal opportunities and anti-racism • Possess or be willing to achieve a clear DBS check 	