

##### YOUNG PRODUCER, Journeys Festival International, Manchester

(paid internship)

ArtReach is a dynamic cultural development agency that helps support and drive high quality arts initiatives. ArtReach makes great art possible and accessible, connecting art with grass roots and diverse communities to forge creative engagement.

**ArtReach delivers four key strands of work:**

1. Festival development and delivery, working as a creative producer and facilitator
2. Public art and performing arts commissioning and programming
3. Capital cultural project development
4. Consultancy to support arts and cultural organisations and development

As our portfolio of original arts festival delivery and public art commissioning is increasing we are seeking an efficient and creative Young Producer (intern) to join our Manchester based team, with responsibility for aspects of key project research, development and support as part of our ambitious [Journeys Festival International](http://www.journeysfestival.com/) events and activities. This is a 4 day a week, fixed term 6-month paid internship (with a 1-month probationary period) open to a young person currently under the age of 25.

The Job Description, Person Specification and Application Forms follow. Please submit a **single page** cover letter, indicating why you’d like to work with ArtReach, along with a **completed application form**. You may also attach a curriculum vitae to support your application if you wish, however all applicants must complete the Application Form.

**Closing date is 5pm on Monday 17th April.** Interviews will be held in Manchester on Thursday 4th May**.** If you have any queries once you’ve read the Application Pack, please e-mail using [charlotte@artreach.biz](mailto:charlotte@artreach.biz). Phone calls (0116 2616882) only if essential please.



**JOB DESCRIPTION**

**Position:** YOUNG PRODUCER (paid internship)

**Contract type/length:** Fixed Term for 6 months

**Location:** JFI Manchester Office (city centre)

**Salary:** National Minimum Wage

**Reporting to:** ArtReach Producer(JFI)

**Hours of working:** 30 hours per week. *Normal working hours will be Monday-Thursday 9am to 5pm with 30 minutes for lunch. Please note that evening and weekend working will be necessary to meet the job role.*

**Holiday entitlement:** Ten days paid holiday, plus bank holidays

**Probationary period:** 1 month

ArtReach (Events) Ltd is an equal opportunities employer, which is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

**Key Responsibilities**

1. To help facilitate a high-quality programme of events and activity as part of *Journeys Festival International* including researching, artist and community liaison, programme planning, delivery planning and coordination activity on site during each event.
2. The Young Producer will be given the opportunity to take ownership of and manage particular strands of work in line with their identified skills and interest. They will then oversee the delivery of these events, projects and workshops – both during the JFI Weekender, in the lead up to and beyond eg. Coffee Shop Conversations
3. Providing administrative, project and marketing support (particularly supporting ArtReach Marketing and Communications Manager with social media activity) to effectively promote ArtReach festivals and events.
4. Supporting the *Journeys Festival International* team (reporting to the Producer and Executive Producer) to research, develop and deliver key projects, such as [Coffee Shop Conversations.](http://www.journeysfestival.com/coffee-shop-conversations-1)
5. Input into online and social media content – to include updating of websites, blogs, shout-out emails and social media initiatives.

**Training and support will be provided to ensure the Young Producer is confident and able to deliver appropriate areas of the job description.**

**Key Result Areas**

* The Young Producer is reliable and works efficiently and effectively in developing ideas and plans, liaising with (and learning from) other team members
* Communications (internally and externally) are clear and well presented
* Regular updates are given to the Executive Producer in scheduled weekly meetings
* An effective role is played, as agreed, in helping deliver key *Journeys Festival International* events
* Effective independent working but with the confidence to ask for support, when needed
* Effective organisation skills – with regards to time management, keeping/filing documents and prioritisation of tasks

**Detailed Responsibilities**

1. Work closely with the ArtReach Executive Producer, and other core ArtReach personnel, to become familiar with *Journeys Festival International* and other key ArtReach events, and to understand the requirements of the Young Producer role and areas of/parameters for responsibility.
2. Research possible programme/festival content, as agreed with the ArtReach Producer (and Executive Producer), and liaise with artists, to help explore events/activity that can contribute effectively to the events with the aspiration to make *Journeys Festival International* (and other ArtReach events) stunning, high quality and adventurous projects (within budget constraints).
3. Help to prepare: artist contracts, performance, exhibition and workshop arrangements and project plans, to ensure the developed programme can be effectively managed and delivered to quality, time and budget.
4. Prepare and deliver social media and online marketing, website updates and support marketing activity for the projects, as requested by the Marketing and Communications Manager; liaise with ArtReach Marketing and Communications Manager to ensure projects / events are shared and well publicised.
5. Supporting the Marketing and Communications Manager with research and outreach to target key groups / communities for events; research, organise, coordinate and deliver community outreach activity, particularly with refugee and asylum seeker focus groups e.g. attend drop-in sessions
6. Liaise with and support other members of the ArtReach team as required and take part in and contribute to ArtReach team meetings.
7. Plan resource requirements and provide project management assistance, liaising with artists and community groups as required.
8. Work as part of the Festival delivery team at *Journeys Festival International*, and other ArtReach events, as required.
9. Follow best practice within all work ensure all statutory requirements for health and safety, protection of children, environmental sustainability and equal opportunities are met.
10. Support monitoring and evaluation of the project programme, including archiving and report writing.
11. Write and produce online content for website – news items, social media and blogs.
12. Attend meetings and network events as required and always advocate on behalf of ArtReach – ensure confidentiality is maintained at all times.
13. Be self-sufficient in delivering day to day administration requirements - maintaining electronic and paper filing systems, contact information, personal Work Plans and time sheets (as per ArtReach systems)
14. Support other ArtReach projects as and when appropriate.
15. Support other ArtReach projects, as and when appropriate, on any other coordination, project management and administration work, as required to ensure effective delivery of the role.

**Person specification**

Essential skills, qualities and experience:

* An interest in (and sensitivity to) working with diverse communities, particularly refugees and asylum seekers
* An interest in arts education, and facilitation of community-focussed projects
* Excellent written and verbal communication skills
* Efficient time management
* Confident, polite telephone manner
* Friendly and sociable approach to people
* Evidence of an ability to provide attention to detail
* IT and social media skills, Literate in Microsoft Office programmes
* Willingness to travel, work away and to work evenings and weekends as necessary for specific events (within the constraints of the hours of work)
* Flexibility and willingness to work hours as required to support project delivery *(NB. Time off in lieu will be given for extra hours worked)*

The following skills, qualities and experience are also desirable:

* Experience of working on outdoor events and festivals
* Experience or specialism in a specific art form
* Interest in and connection to the local arts and cultural scene
* Interest in artist development, particularly refugee and asylum seeker artists
* Driving license
* Health and safety training
* First Aid qualification
* Languages

**Application No.**

**(For ArtReach office use only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUNG PRODUCER, Journeys Festival International, Manchester**

(paid internship)

**Application Form**

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| Please Note: |
| 1. You are strongly advised to read all enclosures before completing this application form. 2. This form should be completed in full and submitted electronically. We will accept submissions received in hard copy provided they arrive before the closing time specified. 3. Pages may be expanded or additional sheets attached where necessary. Please provide no more than 2 pages for Q.1. 4. Applications received after the closing date will not normally be considered. 5. Curriculum vitae will only be accepted in addition to this application. All candidates must answer the question on page 2 and provide the information set out on pages 3 and 4. 6. **The closing date for this post is 5pm on Monday 17th April.** |

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| --- | --- | --- |
| Personal Details | | |
| **Title** e.g. Mr/Mrs/Ms: | **Address:** | |
| **First Name (s):** |
| **Surname** | **Post Code:** |  |
| Telephone contact/Mobile – please indicate your preferred first contact number: | | |
| Email: | Other: | |

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| **Please describe the skills, knowledge and experience you would bring to the post. Please make particular reference to the job requirements described in the job description and person specification** (Maximum 2 pages). |

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| --- | --- | --- | --- | --- | --- |
| Education, Training and Qualifications. Please give relevant details (in summary as appropriate), including those gained overseas: | | | | | |
| Higher Education and any relevant professional training | Dates | | Qualifications gained -  Subject and level | Grade | Date |
| From | To |
|  |  |  |  |  |  |
| Membership of Professional Organisations |  |  |  | | |

|  |  |  |
| --- | --- | --- |
| Current Employer or Last Employer | | |
| Job Title: | | |
| Responsible to: | | Date Appointed: |
| Employer’s Name: | | Present Salary: |
| Employers Address: | | Present Grade: |
|  | | Other Benefits: |
|  | Post Code: | Notice Required or Date Left: |
| Brief Description of Duties: | | |

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| **Other Employment** | | | | | | |
| Employer | Job Title | | Grade/Salary Per annum | | Dates | |
| From | To |
|  |  | |  | |  |  |
| **General Information:**  Are you related to a Board member of ArtReach or any of its employees? | | | | | | |
| Yes 🞎 | | No 🞎 | | If ‘Yes’ please give details | | |
| Have you been convicted of a criminal offence (other than motoring offences and spent convictions) | | | | | | |
| Yes\* 🞎 | | No 🞎 | | \*If ‘Yes’, please provide information in a separate document | | |

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| **Referees**: Please give details of a minimum of two people who are prepared to act as referees for you. One of these should be your present employer (or most recent) employer. References will only be taken up for applicants selected for interview. Please advise below if you don’t wish referees to be contacted prior to interview. | | | |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| May we contact prior to interview?  Yes 🞎 No🞎 | | May we contact prior to interview?  Yes 🞎 No 🞎 | |

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| **I confirm the details in this form are correct:** Name:  Date: |

**Please return to** [charlotte@artreach.biz](mailto:charlotte@artreach.biz)**, along with a cover letter and curriculum vitae, if you wish.**

**If you need to return by post the address to use is: ArtReach, LCB Depot, 31 Rutland Street, Leicester, LE1 1RE**

**Returned applications should reach us by no later than the closing date shown on the front of this form. Late applications will not be considered.**

Acknowledgements: You will be notified in writing whether or not your application has been successful and this will normally be within one month of the closing date. Those invited to interview will be contacted by Thursday 27th April 2017.

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| **Data Protection Statement**  The information that you provide on this form will be held confidentially by ArtReach and will not be provided to any third party without your previous formal consent. |

**Application No.**

**(For ArtReach office use only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EQUAL OPPORTUNITIES MONITORING**

**Instructions:**

Please copy/paste this form onto a separate sheet, complete and submit it as a separate document with your application.

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| **Equality Monitoring**: We ask for this information to monitor achievement of our Employment Equality policies. Appointments are not based on information given here. Each item below, please tick the appropriate box ( 🞎 ) or respond as indicated. | | | | | | | |
| **Sex:**  🞎 Male  🞎 Female  🞎 Prefer not to say | | **Disability:**  🞎 Disabled  🞎 Not Disabled  🞎 Prefer not to say | | **Date of birth:**  -------/--------/-------  DD MM YY | | **Media source:** Where did you see/hear about this post? | |
| **Ethnic Group:** Please tick the one box that describes your ethnic group most closely: | | | | | | | |
| **White** 🞎 British  🞎 Irish  🞎 Any other  White  background?  *Please indicate below:* | **Mixed/multiple ethnic group** 🞎 White and Black  Caribbean  🞎 White and Black  African  🞎 White and Asian  Any other multiple ethnic background?  *Please indicate below:* | | **Asian or Asian** **British**  🞎 Indian  🞎 Pakistani  🞎 Bangladeshi  🞎 Any other Asian background?  *Please indicate below:* | | **Black or Black British**  🞎 Caribbean  🞎 African  🞎 Any other Black background?  *Please indicate below:* | | **Chinese or other ethnic group**  🞎 Chinese  🞎 Other *Please indicate below:* |

**NB. This section is removed from the other Application details and will not be seen by the short-listing panel.**