

Recruitment pack

National Lottery

25th Anniversary Programme

Producer

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Applying for the post

Please send us your CV, including two referees, and covering letter saying why you are interested in the role.

[Applications must be submitted via the online platform by 4th September, 10am](#)

Shortlisted candidates will be invited to interview in London on Tuesday 10 Sept 2019.

If you have any access needs in relation to your application and interview then please let us know.

Recruitment contact: Ceri Payne

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About Future Arts Centres

Future Arts Centres (FAC) is an affiliation of arts centres that exists to champion the unique importance of arts centres at a local, regional, national and international level. We believe that through offering outstanding artistic experiences for all in our communities, and by operating as robust social enterprises, arts centres present a fantastic model for the cultural venues of tomorrow. Our objectives include advocacy, leadership development, business innovation and developing new, artistically driven, collaborative partnership models. Established in 2013, the network now extends to 100+ UK members, co-chaired by The Albany and ARC Stockton.

For more information about Future Arts Centres please visit our website:
<https://futureartscentres.org.uk/>.

The Project

The project is a national artistic response to the National Lottery's 25th anniversary coordinated by Future Arts Centres. Working within a national artistic framework, a series of 40 commissions led by arts centres across England will explore stories of the National Lottery's impact and people's hopes and dreams for their communities' futures. The programme will celebrate and share local stories through a national lens, with each commission creatively linked to create national impact. It will be supported by a PR and digital strategy that amplifies both shared and individual moments across the localities.

Purpose of the post

Future Arts Centres is looking for a Producer to work on an exciting new national project to celebrate the impact of the National Lottery on arts and culture as part of its 25th Anniversary celebrations. The Producer will act as a central coordinator for the project, which will also involve significant PR and digital activity, bringing the commissions together to deliver a national story.

The Producer will report to the FAC Co-chairs and Executive Producers, Gavin Barlow (CEO & Artistic Director, The Albany) and Annabel Turpin (CEO & Artistic Director, ARC Stockton).

Key responsibilities

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- To support the development and delivery of the NL25 project, including the central strand of activity, 40 individual commissions and associated PR and digital activity.
- To act as a central point of contact for 40 partner venues and commissioned artists, coordinating arrangements and providing information in a clear and timely manner.
- To manage day to day contact with our PR and Digital project partners, maximising opportunities for content generation and coverage.
- To liaise with key stakeholders including Arts Council England, National Lottery Promotions Unit and National Lottery Communities Fund.
- To manage project related administration including contracts and invoices, providing administrative support to the Executive Producers, Digital Associate and artistic leadership group.
- To organise meetings and provide event management support for central activities including launch events, training and workshops.
- To provide a monthly update report on all activity for core partners.
- To coordinate evaluation and documentation activity across the project partners.
- To act in accordance with The Albany's (as the nominated employer on behalf of Future Arts Centres) policies including but not limited to its Safeguarding, Health and Safety and Equality Policies.
- Any other duties as may be required by the Administrative Producer role, as agreed with the Executive Producers.

Terms

Title:	Producer
Reports to:	Future Arts Centres Co-chairs/Executive Producers
Contract:	Freelance
Rate:	£200 per day
Dates:	October 2019 – December 2020
Days:	Up to 120 days (£24,000) (2-3 days a week Oct 19 – Mar 20, reducing to 1-2 days per week Apr – Dec 20)
Location:	Flexible, London or Stockton office base available

Person specification

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Candidates must be able to demonstrate:

Essential

- A successful track record in producing and delivering artistic projects
- A proven ability to support artists taking risks and making new work
- Experience of working across different artforms
- Experience of managing multiple project partners
- A genuine interest in and experience of supporting artistic practice that involves co-creation and working with communities
- Experience of budget management
- Excellent IT, administration and organisational skills with a flexible and adaptable approach to work
- An ability to communicate effectively, both verbally and in writing, with people of all ages and backgrounds
- An ability and willingness to travel around the country to visit project partners

Desirable

- Experience of working with PR and marketing agencies
- Knowledge and experience of creative digital projects
- Experience of leading evaluation and documentation processes