

Senior Producer - Creative Programmes

Recruitment Pack

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From Creative Director / Co-CEO Vicki Amedume

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What we are looking for



WELCOME

Thank you for your interest in becoming our new Senior Producer - Creative Programmes.

The Albany consistently punches above its weight – we are adventurous and ambitious in trialling new ways of working, putting our faith in artists and young people, and delivering a high quality programme of events that Lewisham residents can enjoy on their doorstep.

We believe in the power of creativity to drive positive change - socially, culturally, and economically. As a civic and cultural hub, we're deeply embedded in our communities. Our work spans music, theatre, spoken word, circus and beyond, always shaped by the desires, imaginations and needs of people of Deptford and South East London.

We're looking for a bold, collaborative, and experienced Senior Producer - Creative Programmes. This role is central to the organisation, responsible for shaping and delivering an ambitious, inclusive programme of live performance and creative engagement that reflects and celebrates the diverse communities we serve.

You'll work with a committed team to deliver a dynamic, year-round mix of performance, co-created projects, and youth and community engagement. We're seeking someone with both a creative and entrepreneurial mindset - someone who can balance artistic ambition with sustainable, innovative approaches to income generation, partnership building, and audience development.

In this role, you'll play a vital part in strengthening our impact, reach, and resilience, ensuring our work remains rooted in and responsive to the communities at the heart of what we do.

Vicki Amedume
Creative Director and Co-CEO



TERMS AND BENEFITS

WHAT WE ARE OFFERING

Job title:

Senior Producer - Creative Programmes

Salary:

£36,000 - £37,000 per annum

Contract:

Full-time; permanent; flexible working negotiable;
minimum of 50% office-based working

Responsible to:

Head of Programme and Engagement

Responsible for:

Creative Programme Coordinator



We were shortlisted for the
Art Explora Academie des
Beaux Arts Award 2023

Championing new forms of
audience engagement and
participation in the arts.

Key Contacts:

Creative and Engagement Programme staff,
Marketing and Communications, Business and
Development, Production, Finance, Deptford
Lounge, Resident Organisations, FOH, Operations
and Production team, Marketing team, CaffA

Benefits include:

- 25 holiday days per annum, plus bank holidays
- Complimentary tickets to Albany performances
- Albany CaffA discount
- Training and development opportunities
- Health and wellbeing support
- Hybrid and flexible working policy
- Access to interest-free season ticket loan and cycle scheme partnership.

HOW TO APPLY

We are looking forward to receiving your application form via our [online platform](#), before the deadline of:



Timelines

Application deadline:
10am, Monday 26 May

First interviews:
Tuesday 3 June

“The Albany is a perfect example of a community space; a real hub of something for everyone” Resident organisation

Feedback

We will be in touch with all candidates regardless of whether you have been shortlisted or not, but the timing of this will depend on the current status of your application.

All applicants who attend an interview will be offered individual feedback. For those not selected for interview, we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

OUR HIRING POLICY



The Albany aims to encourage a culture where people can be themselves and be valued for their strengths. It's important to us that our team represents the same diversity of audiences and artists we welcome into our venues every day.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be when supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to accommodate candidates' own situations whilst meeting the needs of the organisation.

You may not have worked in a cultural organisation before, perhaps you have worked in music, events, in management & leading teams – these are all very transferable contexts. We are keen to hear from a diverse range of candidates from all backgrounds, drawing on different perspectives, experience and knowledge.

We particularly encourage people to apply who have lived experience of the Black and Global Majority communities we serve. The Albany will offer an interview to anyone who identifies as a person who is D/deaf or disabled who meets the essential criteria.

If you would like support to think about how your experience is transferable to this role; or would like to ask us practical questions about the organisation, role or the recruitment process, you can book a confidential conversation with our recruitment contact.

We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

Recruitment contact: Ceri Ellen Payne

☎ 020 8692 4446 ext.206

✉ vacancies@thealbany.org.uk

ABOUT THE ALBANY

The Albany is an arts centre committed to representing the extraordinary creativity and diversity of Deptford, Lewisham and South East London. Each year over 60,000 people attend our events, ranging from music to theatre, spoken word and family performances; and take part in our award-winning participatory projects for young people and adults over 65.

Alongside four performance spaces, a bar, café, garden and coworking hub, we offer a range of low-cost rehearsal space, meeting rooms and offices for community and creative businesses. We aim to foster a welcoming and inclusive space where everyone is inspired to be creative, and where artists are supported and developed, in part through programmes such as our Associate Artists and Creative Communities schemes.

The Albany has 23 resident organisations, and manages and programmes Deptford Lounge on behalf of Lewisham Council. We are co-lead of the national Future Arts Centres network and lead partner of Fun Palaces.

The Albany was Lead Delivery Partner for We Are Lewisham, the Mayor's London Borough of Culture 2022, with over 400,000 audience members attending over 600 events throughout the year. Also in 2022, we were appointed as Lewisham's Arts & Culture Anchor Organisation, responsible for leading sector support initiatives, facilitating networking and amplifying the creative work happening in the borough.



The Rainbow Butterfly, part of the Spring 2025 season, credit Jodie Canwell

OUR VISION

The Albany is the engine room for people to reach their creative potential, tell their stories and define their own culture.

Together we will inspire new possibilities for positive change.



OUR VALUES

Open and welcoming

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

A home for ideas, creativity and action

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people.

Responsive and Flexible

We're co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

A connector of people

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

Adventurous and ambitious

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we're not afraid to try something new.

"The Albany has had a real impact on my life. I've been given a lot of opportunities to grow and explore what I want to do as an artist."

Youth programme participant

CONTEXT OF THE ROLE

Since our establishment in the 1970s we have been known as a pioneering home for radical community arts. From hosting Rock Against Racism gigs in the 70s and 80s, to producing groundbreaking work highlighting the climate emergency as part of London Borough of Culture; our commitment to involving our local community in creating work that matters to them spans decades.

In recent years, we have been exploring ways of shifting our model and opening up our processes to be even more democratic and non-hierarchical. Our 'Artists of Change' project (2020-21) piloted a new model asking artists and local people to work together to help us transform what we programme and how we are run. The results ranged from a festival exploring how the arts encourage us to care for each other; to performances celebrating Black British identities.

Our work in this area has been recognised internationally; shortlisted for the Calouste Gulbenkian and Art Explora awards in 2022 and 2023, with the Artists of Change model soon to be rolled out by organisations across Europe. It has also taught us that significant change is possible when those in control of resources hand over the keys.

Our new Creative Strategy consolidates all that we have learned, merging our creative and engagement work and making a long-term shift in our operations to further embed a community-led way of working. It involves continuing our Artist of Change project, working alongside a Community Council who have a voice in our programming, and offering Community Commissions to local individuals, community groups and grassroots organisations.

We are looking for a collaborative and dynamic arts producer to develop a programme of live performances, music and events across the Albany and our partner site Deptford Lounge.



[Read our Artistic Policy](#)

[Download our Impact Report](#)

MAIN OBJECTIVES

Programming and Production

- Work with the Head of Programme and Engagement to develop a programme of live performances, music and events across the Albany and our partner site Deptford Lounge, taking the lead on co-ordination and delivery.
- Develop and nurture relationships with key artists and companies, identifying new artists and potential collaborators for Albany programmes.
- Support the management of wider stakeholder relationships for the Albany programmes including resident organisations and other key partners to jointly produce existing and new projects that support mutual objectives.
- Research and develop ideas for animating the Albany spaces.
- Provide producing support for projects.

Artist Development

- Develop and oversee the Albany's artist development programmes, including partnerships with Associate Artists and Artists of Change, maximising the potential benefit for all parties.
- Manage the recruitment process for Associate Artists and Artists of Change.
- Act as main point of contact for Associates and Artists of Change (each artist will also have the support of another team member), ensuring that Associate Artists and Artists of Change are connected across Albany teams and with partners and stakeholders, and signposted to all appropriate opportunities.
- Manage and provide producing support for events and new commissions from the artist development programme.

Creative Communities

- Work with the Senior Producer for Participation and Engagement to recruit and manage the Albany Community Council.
- Support Creative Communities Commissioning programmes (including Community Council and Pizza and Pitches) from call out to shortlisting, providing producing support as required to the resulting commissions.
- Work with the Senior Producer for Engagement and Participation and Business Development Team to develop youth-led and community-led opportunities across Albany spaces acting as internal producing lead for the resulting activity.
- Champion our Creative Communities Membership programme, proactively utilising the framework to streamline relationship management.
- Engage with our networks, forums, and community council to ensure that our programmes are informed by the diverse needs of the communities we serve.

General

- Manage the delivery and forward planning of programmes, including internal team communications, and ensure effective contracting and communication procedures with artists, partners and companies.
- Ensure all administration associated with programme activity is undertaken efficiently, utilising Artifax event management system to support effective communication between teams.
- Negotiate contracts with artists, partners and companies.
- Manage delegated budgets and resources effectively within the Albany's financial policies and procedures, providing regular updates to the Head of Engagement and Programme and ensuring accurate reporting.
- Work with the Business Development team to increase revenue from diverse sources including ticket sales and other earned/commercial income.

General

- Recruit and manage freelance staff.
- Support the development and management of effective monitoring and evaluation systems across engagement programmes, collating information and writing reports for funders, partners and the Albany's Board and management teams.
- Contribute to the writing and development of fundraising bids.
- Work closely with the Senior Producer for Engagement to ensure community and youth involvement in shaping public programmes.
- Contribute to the creation, and support the delivery of, the Albany's marketing and communications strategies, working with the Marketing and Communications team to maximise PR opportunities and ensure the effective marketing of all programmes.
- Support the aims and objectives of the Albany both internally and externally, exemplifying the values of the organisation and good practice.
- Work within the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity, Data Protection and Safeguarding policies.
- Represent the Albany, deputising for the Head of Engagement and Creative Programmes at events.
- Contribute to team responsibilities of servicing our audiences and managing building users.
- Undertaking any other duties reasonably requested by senior management.

REVIEW ARRANGEMENT

The Albany is a fast-developing organisation, and it is to be expected that this post may change and evolve over time. Changes to the role will be subject to periodic review in consultation with the post holder.

"The Albany holds community at its heart and the warm, welcoming atmosphere extends to everyone."

Visiting company feedback

PERSON SPECIFICATION

WHAT WE ARE LOOKING FOR

Essential

Attributes and experience:

- Experience of working as an arts producer and programmer in a multidisciplinary context.
- Strong networks and a good working knowledge of a range of art forms, with an in-depth knowledge of at least two of the following: music, spoken word, comedy, theatre, circus, cabaret, outdoor arts or family programming.
- In depth understanding of event production and delivery.
- Self-motivated with demonstratable ability to work proactively on your own as well as within a small team.
- Experience working with a wide range of partners to develop and support relationships with artists, arts organisations, local people, community organisations.
- An understanding of the principles of engagement and audience development.
- A keen problem solver with a proven entrepreneurial approach.
- An enthusiasm for and understanding of the ethos and objectives of the Albany, with a passion for the arts and their potential for delivering social change.
- Experience with arts funding systems and fundraising.

“The Albany is a space where creativity isn’t rushed but allowed to evolve, where the process is just as important as the end result.”

Associate Artist

Skills:

- Strong organisational skills and excellent attention to detail.
- Excellent time management and multi-tasking skills with the ability to prioritise a varied workload to meet deadlines.
- Ability to control and monitor budgets effectively.
- Excellent IT skills including Microsoft Word and Excel.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills, able to deal diplomatically with difficult situations and a wide range of stakeholders.
- An understanding of the process of making work with artists and communities and the challenges of different co-creation approaches.
- Knowledge of, and commitment to, the principles of Equal Opportunities and a clear commitment to diversity in all its forms.
- Preparedness to work as part of a team, with a supportive attitude and flexibility around duties.
- An ability to work evenings and weekend hours if required.



Climate Home, 2022, credit Ines Yearwood-Sanchez

Desirable

- Experience working within a venue or festival.
- Lived experience of the communities we serve, with a specific understanding of the challenges facing Black, Asian and ethnically diverse communities.
- Knowledge of working with events management and CRM systems.
- An interest in working with Lewisham community individuals and organisations.

We're looking forward to hearing from you.





We welcome feedback about how you found your recruitment journey with us - you can contact us at: vacancies@thealbany.org.uk.



Meet Me... at the Albany, credit Ines Yearwood-Sanchez

the Albany



The Albany, Douglas Way, SE8 4AG
The Albany is a registered charity number 1112521
    @TheAlbanySE8 | www.thealbany.org.uk

phf Paul Hamlyn
Foundation



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

