



Programme Producer

Recruitment Pack

Welcome

Thank you for your interest in becoming our new Programme Producer.

The Albany is a place of possibility, where the next moment of outstanding creativity that is rooted in Lewisham, and goes around the world, could come from anywhere in our organisation and community. This is an exciting time for us, as we look to expand our role as a cultural anchor for Lewisham; grow our profile and influence across London and nationally; and build on our community co-creation foundations to embed a democratic approach across all that we do.

Each year we deliver a high quality cultural programme for local audiences and participants; and we are an incubator for the talent and ideas that germinate here on our doorstep. We are now aiming to build on the legacy of our hugely successful year as lead producer for We Are Lewisham, London Borough of Culture 2022, and establish a new way of working which builds on our values and our success over the last few years.

Our new Programme Producer will share our passion for culture and creativity, and their potential to deliver social change. They will have experience producing across a range of art forms, and be willing to work collaboratively to help take projects from conception to fruition and support aspiring and professional creatives to flourish.

If that sounds like you, please read through the rest of this pack for more context about the role and who we are looking for. If you have any questions or would like to have an initial, informal conversation about the position, please do get in touch.



**Gavin Barlow,
CEO and Artistic
Director, and
Vicki Dela Amedume,
Creative Director**



Job title: Programme Producer
Responsible to: Head of Programmes
Key Contacts: Creative Programme team,
Engagement team, Business Development, FOH,
Operations and Production team, Marketing team, CaffA,
Albany Resident organisations

Salary: £30,000 pro rata, per annum

Contract: Part time 0.8/4 days per week
12 months, with an expected option to renew

Please complete an application form via the online platform found on our website by: 10am, Monday 25 March

Interview Date: Tuesday 2 April

Benefits include: 25 holiday days per annum, plus bank holidays, stakeholder pension scheme, complimentary tickets to Albany performances, Albany CaffA discount, training and development opportunities, health and wellbeing support, hybrid and flexible working policy



Our Hiring Policy

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of audiences and artists we welcome into our venues every day. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people who have lived experience of the Black and ethnically diverse communities we serve.

The Albany will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the essential criteria.

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 with supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to meet candidates' own situations whilst meeting the needs of the organisation.



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
The Albany, Douglas Way Deptford, SE8 4AG
T 020 8692 0231 ext.206; E 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 60.

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.



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.

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.

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.

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

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.



Context for 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.

Other experiments have included: regularly putting funding in the hands of Deptford and New Cross residents, for projects they have pitched and voted for; handing over resources to members of our older people's programme to plan their own activities; and acting as an incubator of community-led projects including our youth record label REZON8.

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 will see us consolidate all that we have learned, making a long-term shift in our operations to embed a community-led way of working. We are really excited about this opportunity, and are looking for a Programme Producer, working as part of our creative team, who can support delivery of a programme that engages a broad spectrum of our local community and produce our exciting future projects.



Hello Stranger at Deptford Lounge, 2023

Main Focus of the Role

Working within a small but dynamic team, the Programme Producer will support the delivery of Head of Programmes to deliver the Albany Creative Strategy, working in close partnership with the Business Development and Engagement teams. They will:

- Support delivery of the programme of live performance, music and events across the across the Albany and our partner site Deptford Lounge
- Manage and deliver a community-led programming strand and community commissions programme
- Manage the Albany's artist development schemes, supporting new projects and programmes that mix artist-led, youth-led, community-led and co-created work
- Support the recruitment, establishment and maintenance of our new community council
- Build new and maintain existing relationships with our different audiences and stakeholders (including resident organisations, associate artists, community users, artists and companies)



Albany Garden, 2022

Duties and Responsibilities

Artist Development Schemes:

- 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 either the Head of Programmes or Creative Director)
- Support Associate Artists as required – this may include arranging mentoring, one-to-one support, managing events and setting up meetings
- Ensure that the Associate Artists and Artists of Change are connected across Albany teams and with partners and stakeholders, and signposted to all appropriate opportunities
- Manage a commissioning process to create new work led by the Associate Artists and Artists of Change
- Manage and provide producing support for new commissions from Artists of Change
- Ensure effective monitoring and evaluation
- Support the work of Associate Artists and help to co-ordinate their events and programmes as appropriate
- Champion our new Creative Communities Membership programme, proactively utilising the framework to streamline relationship management
- Support other artist residencies at the Albany as required

**Our programme is designed by
our audiences, participants and
communities.**

Community-led Programme and Commissioning:

- Manage Community Commissioning programmes, including the call out for ideas, shortlisting process, including supporting shortlisted candidates
- Provide support as required to the resulting community commissions
- Support the Head of Programmes in co-ordination and management of community council and community consultation events
- Work with the Engagement and Business Development teams to share and explore opportunities with a wide range of existing audiences and community partners
- Work with Engagement and Business Development teams on activation of all Albany and Deptford Lounge spaces

Programme:

- Producing lead on activities and events in community commissions, community-led programmes
- Support delivery of the wider Creative programmes at the Albany and Deptford Lounge as required

General:

- Manage internal co-ordination and logistics of incoming projects and events
- Manage delegated budgets and resources effectively within the Albany's financial policies and procedures
- Ensure all administration associated with projects is undertaken efficiently with the support of the programme co-ordinator. This includes bookings, internal communications, contract management, invoice processing, and payment tracking

- Ensure effective monitoring and evaluation systems are in place, up to date and data is managed within organisational and legal requirements
- Supporting collection and collation of monitoring information and with quarterly/yearly reporting
- Contributing to team responsibilities of servicing our audiences and managing building users
- Work with the Marketing and Communications team to ensure that effective marketing and communications plans are in place for associate artists programme, community led programme and wider creative programme activity
- 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

- Representing the Albany, deputising for the Head of Programmes at events and reporting back
- Participate in evaluation of the Albany's projects and events, including through our Most Significant Change process
- Undertaking any other duties reasonably requested by senior managers

Review Arrangements

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.

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

Person Specification

What we're looking for from you

Essential Criteria

Please demonstrate your experience with the essential criteria in your personal statement. We welcome applicants who can show experience of the following in a wide variety of ways, including with non-traditional work or experiences.

Attributes and Experience:

- 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 working as a producer in a professional context, including experience of working directly with a wide range of partners (artists, arts organisations, local people, community organisations)
- Self-motivated with a demonstrable ability to work proactively on your own as well as within a small team
- An in-depth knowledge of more than one of the following: music, spoken word, comedy, theatre, circus, cabaret, outdoor arts or family programming

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
- The ability to deal diplomatically with complex situations and a wide range of people
- 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

Desirable Criteria

- 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.

the Albany



The Albany, Douglas Way, SE8 4AG
The Albany is a registered charity number 1112521



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**ARTS COUNCIL
ENGLAND**

