

Producer

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| Closing Date | 26 th November 2021, 8pm |
| Interview Date | 3 rd December 2021 |
| Contract Type | Fixed term to December 2023 |
| Hours | Full time |
| Salary | £30,000 per annum |

Welcome to LEEDS 2023.

LEEDS 2023 will be a landmark year of culture for the city and region. Our ambitious and ground-breaking programme will transform people's perceptions of Leeds, confirming it as an international centre of cultural activity and cementing its reputation as a cultural giant in the world.

Showcasing creativity across all forms of culture, we will partner with local, national, and international artists, creatives, and storytellers to deliver a series of world-class signature events across the year. From dance to design, art to architecture, poetry to pop, sculpture to sport, there will be something for everyone!

We are now looking to build our team and are on the look-out for talented people who share our passion, enthusiasm, and commitment to delivering a year of extraordinary experiences.



Letter from Line Manager

Hello,

I am so pleased you are interested in this role. Leeds Culture Trust is currently building its delivery team for LEEDS 2023, and this role is an integral part of that. We are looking for three Producers to join the team and help us make this an incredible Year of Culture.

The Creative Team is currently made up of:

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| Kully Thiarai | Creative Director |
| Emma Beverley | Executive Producer |
| Kate Reynolds | Senior Producer |
| Martha Rose Wilson | Senior Producer |
| Lee Brennan | Head of Creative Learning & Engagement |
| Matt Allen | Creative Technologist |
| Adam Skowronski | Creative Technologist |
| Anna Turzynski | Producer |
| Taneesha Ahmed | Producer (Communities, Collaborations and Partnerships) |
| Kathryn Welford | Children and Young People's Partnerships Manager |

We've hit the ground running and are now looking to expand our team with some exciting new roles as we build up towards delivery of the Year of Culture. We are also in the process of recruiting several new roles in Production, Producing, Learning & Engagement.

Our team model is circular, and we are avoiding silo working as much as possible. That means our teams are based on expertise as well as project delivery, and everyone has a joint responsibility for making sure the programme is the best it can be.

As a growing organisation we are seeking to work in a dynamic and flexible way, embedding diversity, inclusivity, and sustainability across all aspects of our organisation and delivery models. We've recently come through an incredible process developing a Digital Roadmap for the company and are building on our work investigating how we can truly be a Green Year of Culture as well as seeding artistic projects and ideas. It's an exciting time to join us, there is a lot of wonderful groundwork to build from and an opportunity to help shape the future.

If you're someone who loves getting projects up and running, managing activities of all shapes and sizes and collaborating with lots of different people then this is probably the role for you.

LEEDS 2023 has been on quite a journey since it started its life as a bid to be European Capital of Culture, but Leeds Culture Trust is a new entity and as such working here is like working in a start-up. So, we're looking for people who are happy to get stuck in, think strategically as well as practically and collaborate across the whole team to get ready for the year of culture – which is just around the corner!

We can't wait to hear from you,
Emma

Reporting lines

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| Responsible to: | Executive Producer |
| Working closely with: | Senior Producer, Producer (Communities, Collaborations and Partnerships), Creative Technologist, Marketing and Communications Team. |

Main Purpose

To line produce selected projects and activities for LEEDS 2023. From development of the idea to delivery and presentation, the Producer will ensure projects are managed on time and to budget. The Producer will be assigned multiple projects throughout their time with LEEDS 2023, which they will lead on the delivery of in consultation with the Executive Producer to ensure highest possible quality of any output.

As the team grows and develops in the run up to the Year of Culture, the focus of the projects and approach will adapt to the delivery model.

Key Responsibilities

Project Management

- Line produce several assigned projects of varying scales from end to end.
- Liaise with all creative collaborators, draw up required schedules, and manage logistics.
- Work with Creative Director, Executive Producer, Senior Producer and Production / Technical teams to develop and nurture relationships with key artists, collaborators, and partners.
- Provide up to date and regular reports to the Executive Producer and to the wider team during wider planning and production meetings.
- Collaborate with colleagues across operations, communications, digital, and development to provide them with regular project information needed to blend their work into each project.
- Negotiate and administrate team fees and contracts including commissions and rights agreements.
- Highlight issues to Senior Producer and work with Senior Producer and wider Creative Team members to resolve them.
- Ensure information is shared on event management systems created to work across the team and ensure that information is kept up to date.
- Identify resourcing requirements for event and project delivery and ensure resources are allocated appropriately, including wider staffing and volunteering needs.
- Ensure highest possible standards in care, access, and that all projects are delivered in line with LEEDS 2023 values and guidelines.

Finance and Fundraising

- Prepare and manage complex project budgets in consultation with the Executive Producer and Senior Producer, including accurate coding, administration of invoices, reforecasting, and reconciliation.
- Support the development and submission of funding applications by providing required project information including budgets, timelines, and deliverables.

Stakeholders

- Support communication with external partners.
- Work closely with the Executive and Senior Producer to manage co-commission and co-production relationships by providing project information, feeding into contracting processes, and hosting partners where required.
- Work with the Executive and Senior Producer to create working models for partnership working across multiple organisations.
- Act as a primary point of contact for external partners and relations on projects as Line Producer.

General

- Actively engage with LEEDS 2023's vision and policies regarding equality, sustainability, health and safety, evaluation and access.

Responsibilities of the role will evolve during the lifespan of the programme, and it is likely that the role will evolve with the changing needs of LEEDS 2023.

Person Specification

Essential

- Excited about playing a key role in supporting artists and creatives to develop their work from seeding of ideas through to high quality final public outcomes.
- Experience of managing multiple projects at a range of scales simultaneously.
- Strong negotiation skills and experience of negotiating and writing contracts.
- Ability to work under pressure to identify potential issues in creative and production processes and find creative solutions.
- Proven planning, event, and project management skills.
- Confident and skilled at communicating and engaging with a diverse mix of people including colleagues, strategic partners, and participants.
- Proven ability to draft and manage multiple budgets.
- Excellent people and project team management skills.
- Self-motivated and enthusiastic to learn new skills and ways of working.
- Open to developing new approaches to project management that consider access, care, and equity at all stages of design and delivery.
- A strong commitment to equality and diversity.
- A strong commitment to sustainability and understanding of climate change agenda.

Desirable

- Knowledge of and enthusiasm for a range of arts and culture.
- Understanding of Leeds's cultural and creative sectors.
- Experience of working in international contexts.

Terms of the brief

Salary: £30,000

Start date: As soon as possible

Fixed term: To end of December 2023

The role is offered as a full-time fixed term contract until December 2023.

Flexibility can be offered where needed, including split working from home and on site. This will be assessed on a case-by-case basis and reasonable adjustments will be made.

It is important to note that this role will require evening and weekend commitments, including travel where needed.

Full time annual leave is 33 days inclusive of bank holidays.

Probation period: 3 months.

Notice period: 3 months.

Pre application

If you are interested in the role and have any questions, please contact Emma Beverley on emmabeverley@leeds2023.co.uk.

How to apply

Please send your most up to date CV (no longer than 2 pages) and a cover letter (no longer than 3 pages) to recruitment@leeds2023.co.uk by 26th November 2021, 8pm. Please also ensure that you have completed our [equal opportunities form](#) upon applying.

Job interviews will take place on 3rd December 2021.

Access and Reasonable Adjustments

If you require any access support during the application and interview process, please let us know.

If another format or application process would be more accessible for you, such as video or audio, please contact info@leeds2023.co.uk and we will make the appropriate arrangements.

If invited to interview, we will ask you if you need any reasonable adjustments. The interview panel will include a selection of LEEDS 2023 staff members and one external person. We will let you know their names before the interview.

We may ask to see you again for a second interview. If this is the case, we will aim to let you know before the end of the week from your first interview to give you adequate preparation time.

Should you require access support in the workplace, we will work with you and Access to Work where required to ensure a safe and inclusive workplace.