

Senior Producer

Closing Date	22nd November 2021, 8pm
Interview Date	2nd December 2021
Contract Type	Fixed term to December 2023
Hours	Full time
Salary	£45,000 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 two Senior Producers to join the team and help us create the producing infrastructure needed to make this an incredible Year of Culture.

The Creative Team is currently made up of:

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 collaborating with lots of people and spinning multiple plates, 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

Responsible to:	Executive Producer
Responsible for:	Producers
Working closely with:	Creative Director, Executive Director, Creative Learning and Engagement Team, Development Team, Marketing & Communications Team.

Main Purpose

To lead on the delivery of a range of key projects within the artistic programme in the run up to and during LEEDS 2023 Year of Culture. Support line Producers and lead on events and project management to achieve successful delivery across all areas of work. The Senior Producer will work closely with the Executive Producer and a range of creative partners.

Key Responsibilities

To have strategic oversight of multiple projects for planning and delivery purposes, including:

Programme Management

- Lead on the management of key projects and programmes from research and development to delivery.
- Lead on development and management of open calls and grant programmes.
- Ensure partnership programmes and relationships with partners are managed effectively and communicated well internally and externally.
- Develop planning resources as required such as delivery plans, budgets, and schedules.
- Monitor and report on programme plans and project delivery.
- Ensure projects and events are appropriately modelled and delivered considering Sustainability, Health and Safety, Production and Technical requirements.
- Work alongside the Executive Producer in negotiations, contracting and securing rights, permissions and copyright as required in the delivery of key projects.
- Work alongside the Executive Producer to support Line Producers to deliver projects on time, to budget and to LEEDS 2023 quality and creative standards.
- Highlight issues to Executive Producer and work with Executive Producer and wider Creative Team members to resolve them.
- Ensure highest possible standards in care, access, and that all projects are delivered in line with LEEDS 2023 values and guidelines.

Finance and Fundraising

- Manage delegated project budgets and report and monitor variance to planned expenditure to the Executive Producer.
- Support the development and submission of funding applications.
- Support the Development Team to consider appropriate sponsorship and private giving opportunities within the artistic programme.

Stakeholders

- Support communication with external partners.
- Support partnership development as required for the successful delivery of the artistic programme.
- Develop creative presentations to be used to communicate with multiple stakeholders.
- Work to satisfy the needs of multiple stakeholders, ensuring the best outcome for LEEDS 2023, Leeds City Council, partners, sponsors, and artists.

General

- Actively engage with LEEDS 2023's vision and policies regarding equality, sustainability, health and safety, evaluation and access.
- Consider training and capacity building opportunities across LEEDS 2023's programme as a whole and work across the organisation to ensure such opportunities are designed and distributed equitably.
- Collaborate with colleagues in communications and operations as required.

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

- Proven ability to collaborate with a range of partners, stakeholders, and artists in the delivery of ambitious creative projects.
- 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.
- Experience in negotiating and writing contracts.
- Proven ability to draft and manage multiple budgets and develop and negotiate financial deals.
- Excellent people and team management skills.
- Self-motivated and enthusiastic to learn new skills and ways of working.
- Open to developing new approaches to programme 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

- Enthusiasm for training, mentoring, and support of emerging talent.
- Understanding of Leeds's cultural and creative sector.
- Experience of working in international contexts.

Terms of the brief

Salary: £45,000

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: 2 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 submit 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 22nd November 2021, 8pm. Please ensure that you have completed our [equal opportunities monitoring form](#) upon applying.

Job interviews will take place on 2nd 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.