

JOB DESCRIPTION

Job Title: VISUAL ARTS PRODUCER– CREATIVE PEOPLE & PLACES

Context

Creative People & Places (CPP) is a 3-year funding programme of Arts Council England. The aim of the programme is to increase engagement in the arts in boroughs where this has historically been below the national average. The *Hounslow Creative People and Places* programme is led by a consortium of 5 organisations, led by Watermans. Funding is in place for 2018-21 to initiate a collaborative programme designed to increase arts engagement across the borough, to improve the arts infrastructure available, and empower communities to take the lead in developing local arts programmes. The programme will build on work already undertaken in the initial funding period of 2014 -18.

The partners in the *Hounslow Creative People & Places* consortium are: Watermans (lead partner), Hounslow Music Service, London Borough of Hounslow, Hounslow Libraries and TW4 Community Development Trust.

The Visual Arts Producer will be employed by Watermans on behalf of the Consortium. However, the post holder will facilitate the development and delivery of an arts and engagement programme associated with specific geographical areas and communities within the borough. The Visual Arts Producer will work closely with all the Consortium partners.

Working Principles for the Visual Arts Producer role

The Consortium is operating in a rapidly changing environment that is both exhilarating and demanding. All our staff must be committed to a common set of principles and to sharing key ground rules:

1. Providing high quality artistic programming which is both accessible and exciting is fundamental to Creative People & Places.
2. The needs and aspirations of audiences and participants are key to informing and inspiring all aspects of our work.
3. The engagement and empowerment of local communities is at the heart of the Consortium's programme policy.
4. We operate as an Equal Opportunities employer and equality both in the workplace and in service delivery is given the highest possible priority.
5. We operate as a team. Each member of staff needs to be able to give and to take feedback.
6. Planning, monitoring and evaluation are collaborative activities: we all have a role to play in them.
7. We are committed to working collaboratively with external partners, including other cultural providers, local community groups, and the regional and national arts funding system.

Document Name:	JD CPP Visual Arts Producer	Version/Status:	Working 27 02 19
Document Owner:	General Manager	Approved by:	Director

Hounslow Arts Trust Ltd

8. Creative People & Places is an action learning project and we are willing and open to testing new ideas and incorporating relevant change into our working practices. Sometimes this means initiating change ourselves and sometimes it means responding to changes initiated by other stakeholders.

Purpose of Post

The Visual Arts Producer post will contribute to the achievement of the Consortium's intended outcomes which are as follows:

- A step-change in the range and volume of high quality arts provision across the borough
- Communities across the borough have equal access to inspirational and excellent arts provision
- Hounslow will have achieved 59% engagement in an arts event or activity (Active Lives Survey) by 2021 which represents convergence with the average for Outer London
- The imbalance between engagement in the arts between the east and west of the borough will have been reduced
- Our communities will be 'satisfied' with the cultural events programme in Hounslow town centre
- Our communities will have developed the confidence, capacity, desire and motivation to participate in, and ultimately lead, the development of local arts provision across the borough
- Work with Consortium members, artists and communities on developing and delivering Visual Arts exhibitions and events.

Fundamentally, the Consortium's approach is predicated on three core values:

- a significant control shift – we will empower communities to own and steer the programme. We will maintain a flexible structure for the programme, allowing communities increasingly to direct and lead, adding content over time
- fair and equal access to all our communities - we will put in place mechanisms to ensure fair involvement from front-line and neighbourhood groups across the borough, through the frontline engagement work carried out by the Local Advisory Groups and the Community Arts Workers. Similarly, our outdoor events programme will be free, accessible and provided in the streets in the midst of our communities
- using lessons from social regeneration programmes, we will invest in the people, groups and organisations in our borough to build their capacity and support sustainability of the outcomes achieved in our communities

The purpose of the Visual Arts Producer post is to lead the implementation of the Consortium's strategy in their designated area. The post holder will develop a programme of

Document Name:	JD CPP Visual Arts Producer	Version/Status:	Working 27 02 19
Document Owner:	General Manager	Approved by:	Director

UNCONTROLLED DOCUMENT WHEN PRINTED

Hounslow Arts Trust Ltd

touring exhibitions in libraries, facilitate curatorial panels and develop a network of Community Café Galleries.

Responsibilities

Programme development

1. In close consultation with the Programme Manager and Hounslow Libraries, to produce within the given budget a high quality Visual Arts exhibition and workshop programme that engages new audiences and local communities based in libraries
2. To develop a network of community café exhibition venues that support and facilitate the work of local artists
3. Working with the Programme Manager, recruit and manage a curatorial panel, including local people, to be involved in developing the exhibition programmes.
4. Working with the Programme Manager to identify training and skills development needs of participants involved in curatorial panels
5. To encourage and support the growth of talent, skills, opportunity and experience of local people and artists

Monitoring and evaluation

1. Support the monitoring and evaluation of all activities within the programme, specifically capturing required data at activities delivered in the post holder's designated area.

General responsibilities

1. Respond to general enquiries and deal efficiently with any administration requirements related to the planning and implementation of activities
2. Commit to a high level of customer service that will inform decision making and influence the delivery of services, exceeding the expectations of audiences, participants and stakeholders.
3. Provide reports and information as may be required in the execution of these duties.
4. Work as a team with other members of the consortium, committing to the achievement of the consortium's goals, and both recognising and supporting the contribution of each member to that common purpose.
5. Undertake any training provided by the consortium appropriate to the post.
6. Commit to the consortium's Equality & Diversity Policy and practice.
7. Undertake any other duties commensurate with these responsibilities as management may require from time to time.

Document Name:	JD CPP Visual Arts Producer	Version/Status:	Working 27 02 19
Document Owner:	General Manager	Approved by:	Director

Hounslow Arts Trust Ltd

Responsible to: Programme Manager – Creative People & Places

Responsible for: n/a

Liaison with: The Consortium and each Consortium partner.

Watermans, as lead organisation for the Consortium, particularly in relation to the overall management of the programme.

Local curatorial panels

Hounslow Libraries

Creative People & Places programme team

Working Environment: The role is based predominantly within the post holder's designated areas and therefore necessitates time working alone. Time will also be spent working at Watermans, Brentford and within other project areas in Hounslow.

Notes:

1. The Visual Arts Producer is a part-time post, offered for a fixed term until December 2020. The contract may be extended subject to external funding.
2. Working hours are 24 hours per week. Flexible working, including evenings, weekends and Bank Holidays, is essential for this role. A system of time off in lieu applies.
3. Because this post is working within a developing programme involving external partners, the Job Description will be reviewed again after 12 months. This is to ensure that the job description is relevant and fully reflects the development of the role, and therefore forms an appropriate basis for staff development plans, training, appraisal, etc.

Document Name:	JD CPP Visual Arts Producer	Version/Status:	Working 27 02 19
Document Owner:	General Manager	Approved by:	Director

Hounslow Arts Trust Ltd

PERSON SPECIFICATION

Essential Experience and Attributes

1. Experience of working with and a specialist knowledge of the Visual Arts and their application in a community focused environment and a good working knowledge of current contemporary visual art practice & culture.
2. High level project management skills including a proven ability to produce high quality visual arts exhibitions and events in a community setting
3. A proven ability to develop relationships with community partners and other stakeholders and experience of developing and delivering projects in partnership with other community organisations or public sector agencies
4. Demonstrable practical experience of working with visual artists and designers
5. Experience of publicising and promoting small scale arts events and activities in a community context, including the use of Social Media platforms
6. Demonstrable commitment to access, equality and diversity
7. Experience of working with culturally, socially and economically diverse communities
8. Good communication and interpersonal skills and the ability to adapt to working with a range of groups in different environments
9. Ability to manage groups of people efficiently and effectively
10. Experience of planning and prioritising work, including a highly developed attention to detail
11. Knowledge of monitoring and evaluating the impact of sessions/programmes
12. Ability and confidence to represent the Consortium with external bodies and agencies
13. Ability to work both as a member of a team and independently
14. Ability to work effectively under pressure
15. English language and numeracy skills to a level for publicity, project monitoring and reporting

Document Name:	JD CPP Visual Arts Producer	Version/Status:	Working 27 02 19
Document Owner:	General Manager	Approved by:	Director

Hounslow Arts Trust Ltd

16. Willingness to undertake further professional development as identified
17. Flexibility to work weekdays, evenings and weekends

Desirable Experience and Attributes

1. An understanding of Health & Safety At Work legislation and procedures
2. A visual arts degree and/or training

Document Name:	JD CPP Visual Arts Producer	Version/Status:	Working 27 02 19
Document Owner:	General Manager	Approved by:	Director