



arts depot

## **Creative Producer (Education) Job Application Pack**

**Full Time, 1 Year Fixed Term**



## Introduction

Thank you for your interest in the Creative Producer (Education) role at artsdepot. Before you complete the application form, please read the information included here carefully. These notes are intended to help you make the most of your application.

artsdepot strives to be an equal opportunities employer. We are committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

We look forward to receiving your application.

## About artsdepot

Our vision is to make artsdepot a creative home for all. Our mission is to reach all families in Barnet by 2027 and we do this through focusing on artsdepot as a destination, a sector leader and our work across the borough. The Programming and Participation team plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue incorporates a 395 seat main theatre, 150 seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 162,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.

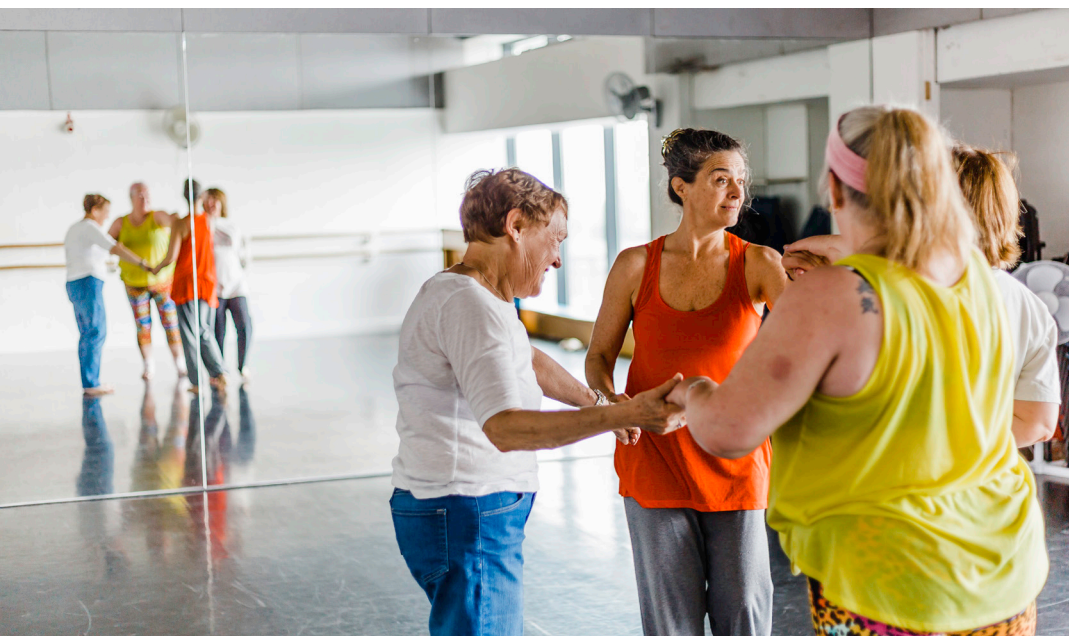






## Our Values

- Inclusive - We reflect and actively speak to and involve our communities to make us accessible to the people of Barnet and beyond
- Creative – We value everyone's creative contribution on their own terms
- Environmentally Aware – We are working towards environmental sustainability and actively consider the environmental impact we have and seek to reduce it
- Resilient – We face challenges with the flexibility to adapt to new situations
- Collaborative – We listen, share and reflect, and try to help when we can
- Respectful – We treat each other with respect
- Accountable - We recognise our mistakes, learn and take responsibility for how our actions impact others
- Uplifting – We facilitate and share uplifting experiences for staff and communities



## Programming & Participation

artsdepot's Programming and Participation work is people-centered, focuses on local engagement and plays a civic role using the arts for social change and wellbeing. We are committed to ensuring our activity is relevant and of value to our participants and audiences and to taking an inclusive and diverse approach to creating a feeling of belonging and community.

Our organisation's vision is to make artsdepot a creative home for all. We believe that through our engagement programmes we are developing and creating current and future audiences, artists, leaders and workforce.

### This opportunity

This role is a brilliant opportunity to work across art forms to engage young people in cultural education. It is a creative and varied job which gives you the opportunity to collaborate with artists, schools, education partners and people of all ages and backgrounds.

The Creative Producer (Education) takes ownership for a diverse programme of activity and, working closely with the Director of Programming, will drive, grow and develop this key area of work for artsdepot.

We are a small but forward-thinking and agile team with committed, driven and enthusiastic members. This role is suitable for someone who shares our dedication to making high quality arts experiences accessible to all, is open minded, hardworking and has the knowledge and aptitude to do the job.

### Working at artsdepot

The role will be based in an office on the second floor of the artsdepot building. It is a shared space of three connected offices and has step free access. artsdepot is accessible for wheelchair users throughout the building. There are accessible toilets and lifts to all levels.

The nearest wheelchair-accessible underground station is Woodside Park, 0.7 miles from artsdepot. There are 10 disabled parking bays in the Aldi carpark below artsdepot, connected to the venue through a lift. Because of our programme and a resident dance college, the space can be busy and noisy at times. Guide dogs and assistance dogs are welcome.

The role includes using a computer and communicating via phone and video calls, email, the office management app Teams and in person. Some travel around the borough is required to visit partners and activity.

## How to Apply

Please make sure you have read fully the Job Description below (including person specification) and accompanying information. The principal responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply please submit a covering letter (up to two sides of A4) and curriculum vitae (CV).

In the covering letter, you have the opportunity to outline your suitability for the post by telling us about your interests, experience and skills that relate to the role and person specification. The skills and personal qualities listed are required for the effective performance of the post; demonstrated through workplace, voluntary work or alternative experience.

## Outlining your suitability for the post

How you outline your suitability for this role in your covering letter (up to two sides of A4) determines whether or not you are shortlisted and invited for interview. It is helpful if you go through the person specification and tell us exactly how you meet it.

Please email your cover letter, CV and Equal Opportunities Form to [recruitment@artsdepot.co.uk](mailto:recruitment@artsdepot.co.uk). You are welcome to submit your application in a different format if you would like (video, audio recording) please email it to [recruitment@artsdepot.co.uk](mailto:recruitment@artsdepot.co.uk).

Recruitment for this role is on a rolling basis and applications will close when we have found a suitable candidate. This may be before the advertised deadline so you are advised to apply as soon as you are able.

Successful shortlisted applicants will be invited to an interview at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If you would like more support with access requirements or if you would like to have an informal chat about the role, please contact [louisa.bartlett-pestell@artsdepot.co.uk](mailto:louisa.bartlett-pestell@artsdepot.co.uk).

## The Shortlisting and Interview Process

Shortlisting is carried out purely on the information contained in the cover letter and CV. Candidates are assessed anonymously against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

All candidates shortlisted for interview will be sent the interview questions approximately 24 hours in advance.

## Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and that each individual feels respected and able to give their best.

As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

Please enclose the completed monitoring questionnaire with your application. When the applications are received, the EO questionnaires are removed before any decision on shortlisting is made.





## **Job Description**

### **Creative Producer (Community Engagement)**

#### **Purpose of Post**

To develop, produce and manage the Education engagement strands of the participation programme. This role works closely with the Creative Producer (Community Engagement) and Director of Programming to ensure cohesive connections between all elements of the artistic performance and participation programme.

To use a people centered approach to co-create education activity which provides a sense of ownership, wellbeing and ignites creativity.

**Reports to:** Director of Programming

**Key Relationships:** Director of Programming, Creative Producer (Community Engagement), Creative Co-ordinator, Marketing, Hires, Technical and Visitor Services teams, Director of Development, Barnet Schools, B&CY steering group partners and members, Barnet Borough Council and external relationships with key partners, local cultural and youth organisations, artists, participants and stakeholders.

#### **Principal Responsibilities**

##### **Strategy and Development**

- Develop the education engagement strands of the participation programme in conjunction with relevant partners and stakeholders responding to local need.
- Lead on the management and development of Barnet and Culture for Youth (Barnet's Cultural Education Partnership).
- Produce and manage a diverse range of cultural education projects, workshops and activities across the borough and in the venue.
- Work with the Director of Programming to develop artsdepot's schools and youth offer.
- Support residency artists and where relevant develop their ideas in collaboration with artsdepot facilitating any education engagement opportunities as appropriate.
- Support the Director of Programming with pre/post show engagement activity and programming schools performances.

## **Planning, Management and Delivery**

- Recruit and manage the best possible personnel (administrative, artists, workshop leaders etc.) to deliver projects and programmes.
- Effectively manage administration including scheduling, contracts and monitoring budgets.
- Oversee and collaborate on activity led by the Creative Coordinator.
- Work with the Marketing department on the marketing and PR of programming and participation activities.
- Develop and implement relevant strategies to recruit participants for all engagement activities.
- Work closely with the Director of Programming in developing projects and collaborate with the Development Director to contribute to fundraising activity.
- Manage work placements, interns and volunteers within the department.
- Manage accreditation programmes and monitoring of programmes including Arts Awards.
- Develop and deliver, in collaboration with the marketing team, local engagement and consultation activity with artsdepot's communities and stakeholders.
- Regularly attend activity being delivered to support practitioners and engage with participants.
- Review, update and share with all staff and practitioners artsdepot's safeguarding policies and procedures annually ensuring all staff and practitioners work within artsdepot's safeguarding policies.
- Act as a designated safeguarding officer for artsdepot and monitor all DBS checks.
- Ensure all work of the department is carried out within required Health and Safety legislation.
- Maintain a broad knowledge of changes to education, health, social and youth provision nationally and across the borough.

## **Evaluation**

- Design robust evaluation strategies and collect and collate quantitative and qualitative data delivering high quality reports to inform funders and organisational learning and development when requested by the Director of Programming, Director of Development, Chief Executive and Board.
- Co-evaluate projects and activities with participants, partners and facilitators.
- Ensure projects are well documented with photo/film use permissions taken where appropriate.

## **General**

- To communicate the values of artsdepot to the wider community and actively



engage and develop new audiences and participants.

- Develop and maintain effective partnerships with artists, community and educational organisations.
- Work closely with the Director of Programming & Participation and Creative Producer (Community Engagement) to ensure collaboration and pathways across the programme.
- Ensure the intentions and requirements of the artsdepot's Equal Opportunities, Equality Action Plan and Safeguarding Policy are applied.
- To attend meetings as required by the Director of Programming and Chief Executive and build strategic and effective partnerships and networks locally and pan-London in support of the department's objectives.

## **Equal Opportunities**

- Ensure the intentions and requirements of the artsdepot's Equal Opportunities, Race Equality Action Plan, Child & Vulnerable Adults Policy and Access Policy are applied

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the Director of Programming, Chief Executive or the Board. It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

## **Personal Specification**

### **Essential**

- Commitment to collaborating with and engaging young people in arts and cultural learning programmes.
- Passionate about cultural education, live performance and the arts in general.
- Demonstrable and proven experience of event / project / workshop management & delivery in the arts or a similar/complimentary environment, specifically schools, youth and education settings.
- Demonstrable knowledge and understanding of key issues, policies and current research in the areas of cultural education, arts and health, and access to culture.
- Proven experience of people management.
- Educated to a comprehensive standard with excellent written and spoken communication skills; fully computer literate and numerate.
- The confidence, communication and social skills necessary to deal with a range

of clients and represent artsdepot.

- Excellent time management skills with the ability to prioritise and deliver to a deadline and on budget.
- Ability to work with a strategic and long-term view in the development of artsdepot's programme and activities.
- Ability to set and work within a budget and oversee other members of the team's budget responsibilities.
- Ability to work under pressure with good time management and organisational expertise.
- Enthusiastic and creative team player with the ability to be flexible and responsive.
- Diplomatic and compassionate nature complimentary to the environment this role sits within.
- Willingness to work flexibly and in particular be available for some evening and weekend work.
- Knowledge of best practice around safeguarding and child protection.
- Demonstrable understanding of and commitment to Equal Opportunities.

### **Desirable**

- Experience or knowledge of Cultural Education Partnerships
- Knowledge of digital and new technology developments
- Experience of using Artifax Venue Management
- Someone familiar with Barnet

## Conditions of service

- Salary is £29,000 per annum.
- Working week is 37.5 hours. Usual office hours are 9.30am - 5.30pm. Flexible working hours and home or remote working are considered on a case-by-case basis.
- This post will include out-of-office hours duties, such as evening meetings and events. These are considered to be part of your core commitment to artsdepot.
- Please note that a substantial amount of travel in around the venue's catchment area is expected from the post holder, requiring the use of your own vehicle or public transport. artsdepot operates an expenses system allowing travel and other appropriate expenses, within reason, to be claimed back on a monthly basis.
- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.
- You will be able to take 25 days holiday plus statutory public holidays.
- You will be expected to actively participate in the implementation of artsdepot's policies with regard to equal opportunities, safeguarding and health and safety.
- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time. This will not change the general character of the job or the level of responsibility outlined.
- Probationary period of 3 months

Detailed terms and conditions will be outlined in the staff handbook.

Photos are from artsdepot activities between 2018 and 2023 including:  
**TogetherFest, Ready Steady Lift Off** by A Line Art, **Bromance** by Barely  
Methodical Troupe, **8 Minutes** by Alexander Whitley Dance Company,  
**Black is the Colour of My Voice** by Apphia Campbell and **All Wrapped  
Up** by Oily Cart.

Photography by **Suzi Corker, James Berry  
Johan Persson, Andrew Twesigye.**

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