



Freelance Contract

Interim Creative Producer (Education)

3 month contract with possibility of extension

artsdepot are looking for an experienced and proactive professional with experience in learning work in a cultural setting to provide interim cover for a period of staff absence and manage and deliver our education programme. 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.

Current and upcoming projects include setting up and supporting artistic residencies in SEN schools and Pupil Referral Units; management of artsdepot's annual SEN targeted work experience project; coordination and promotion of 'one click creative workshops' for Barnet schools; organising creative SPARK workshops for Barnet home educators; producing of Autumn 'Touring into Schools' programme visiting 5 secondaries.

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.

How to Apply

Please make sure you have read fully the Job Description (including person specification) below 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). You are welcome to submit your application in a different format if you would like (video, audio recording). Please email applications to 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.

Applications will close at 10am on Monday 8 September 2025.

Applicants who meet the criteria for the role will be invited to an interview on a rolling basis. Interviews will take place 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 alex.williams@artsdepot.co.uk.

Purpose of Contract

To produce, coordinate and manage the Education engagement strands of the 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: Head of Programming and Participation

Key Relationships: Head of Programming and Participation, Creative Producer (Community Engagement), Director of Development, Barnet Schools, B&CY steering group partners and members, Barnet Council and external relationships with key partners, local cultural and youth organisations, artists, participants and stakeholders.

Principal Responsibilities

Planning, Management and Delivery

- Manage and oversee the continued delivery of artsdepot's cultural education projects, workshops and activities across Barnet borough and in conjunction with relevant partners and stakeholders, responding to local need.
- Lead on the management of Barnet and Culture for Youth (Barnet's Cultural Education Partnership).
- Effectively manage the administration of artsdepot's education projects including scheduling, contracting and monitoring budgets.
- Recruit and oversee the work of the best possible personnel (administrative, artists, workshop leaders etc.) to deliver projects and programmes.
- Support residency artists facilitating any education engagement opportunities as appropriate
- Promote participation activities and opportunities to relevant networks and education settings with support from the Marketing department.
- Develop and implement relevant strategies to recruit participants for all engagement activities.
- Manage work placements, interns and volunteers within the department as required.
- Manage accreditation programmes and monitoring of programmes including Arts Awards.
- Regularly attend activity being delivered to support practitioners and engage with participants
- Ensure any freelance staff and practitioners work within artsdepot's safeguarding policies.
- Ensure all work of the department is carried out within required Health and Safety legislation.

Evaluation

- 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.
- 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 Head of Programming and Participation 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.

Personal Specification

Essential

- Demonstrable and proven experience of event / project / workshop management & delivery in the arts or a similar/complimentary environment, specifically schools, youth and education settings.
- Commitment to developing excellent opportunities for engaging young people in arts and cultural learning programmes.
- 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/freelancer management.
- 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 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.
- Experience or knowledge of project evaluation methods and application.
- 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
- Knowledge or lived experience of Barnet or the communities which make up the borough.
- Arts Award Trained and/or experience of delivering Arts Award.

Conditions of Contract

This contract is offered on a freelance basis, initially for a period of 3 months (equivalent to approximately 60 days full time) at a rate of £135 per day.

- We are ideally looking for someone to work full-time (i.e. 5 days per week) but would consider applications for part-time working (minimum 3 days per week) or alternative working patterns.
- Usual office hours are 9.30am - 5.30pm. We expect some of this work to be carried out onsite at artsdepot and will be discussed with the successful applicant. Flexible working hours and home or remote working are considered on a case-by-case basis.
- This work will include out-of-office hours duties, such as evening meetings and events.
- 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 contract or the level of responsibility outlined.

About artsdepot

artsdepot's 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

Creativity	Inclusivity	Collaborative
We believe in creativity. We respond in creative ways and provide the setting for everyone to be creative on their terms	Our work is inclusive. Everyone can access our performances and activities and we reflect our wider community in what we do.	We work collaboratively. Our programme and organisation is better when we work with others to make more than the sum of our parts
Respect		
Our work is underpinned by respect. We work in a way that respects others voices and views and expect the same from others		

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.