



## **Creative Producer (Education)**

### **6 Month Fixed Term Contract**

artsdepot are looking for an organised and proactive professional with experience in learning work in a cultural setting to manage the delivery of our cultural education programmes. 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 coordinating artistic residencies in SEN schools and Pupil Referral Units; ongoing oversight of artsdepot's annual SEN targeted work experience project and recruitment of the next cohort; coordination and promotion of 'one click creative workshops' for Barnet schools; facilitation of our annual Summer Work Experience Week for 15 secondary pupils; oversight of final term of creative SPARK workshops for Barnet home educators; tour producing of our 2026 Autumn 'Touring into Schools' programme.

Over the next few months, we will also be undertaking an in-depth evaluation across all of these programmes with our partners and key stakeholders. This role will play a vital part in supporting an (already appointed) freelance evaluator, including coordinating data collection, liaising with partners and participants, and ensuring evaluation activity is well-integrated into project delivery.

All projects are in motion with a clear framework, and we are seeking someone to manage the final phase of delivery for this academic year as well as beginning some preliminary work for upcoming activity.

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.

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### **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](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.

Applications will close at 10am on Monday 20 April 2026.

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 [participation@artsdepot.co.uk](mailto:participation@artsdepot.co.uk).

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## **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.

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## **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**

- Support the delivery of an in-depth evaluation across all B&CY programmes, coordinating data collection from partners, schools, participants and artists.
- Liaise closely with the appointed freelance evaluator, ensuring they have timely access to project information, participants, documentation and data required for robust evaluation.
- Schedule and manage evaluation activity (interviews, focus groups, surveys, observations) to ensure it is integrated smoothly into project delivery timelines.
- Maintain clear systems for storing, tracking and evidencing evaluation materials, ensuring compliance with GDPR and safeguarding best practice.
- Contribute to analysis and sense-making sessions with the evaluator and internal team, helping interpret findings and identify recommendations for future planning.

### **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.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the Director of Programming, Chief Executive or the Board.

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## **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 and 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.
- An understanding of inclusive and accessible practice.
- Excellent time management skills with the ability to prioritise and deliver to a deadline.
- Ability to work within a set budget and ensure effective and timely financial monitoring.
- Enthusiastic and creative team player with the ability to be responsive and on occasion work flexibly.
- Diplomatic and compassionate nature complimentary to the environment this role sits within.
- Experience or knowledge of project evaluation methods and application.
- Knowledge of best practices around safeguarding and child protection.
- Demonstrable understanding of and commitment to Equal Opportunities.

### **Desirable**

- Experience or knowledge of Cultural Education Partnerships
- Knowledge or lived experience of Barnet , or the communities which make up the borough.
- Experience of direct interaction and facilitation with children and young people in formal or informal learning settings.
- Knowledge and experience of working with children and young people with Special Educational Needs (SEN)
- Arts Award Trained and/or experience of delivering Arts Award.

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### **Conditions of Contract**

As this is a fixed-term role, we are able to offer the position in one of the following ways:

- PAYE Fixed-Term Contract equivalent to 2.5 days per week, with an annual salary of £32,000 per annum (pro rata at 0.5 FTE)
- Freelance Contract offered at a day rate of £135 per day.

Currently we are looking for someone who can work 2.5 days per week (or equivalent). We would consider applications for up to 3 days per week (please indicate your preference on your application).

- Usual office hours are 9.30am - 5.30pm with a core office day on Tuesdays. It would be helpful (although not essential) for this role to also work on Fridays until the end of the current school year.
- Full availability w/c Monday 13 July 2026 would be considered advantageous.
- We expect at least 2 days (or equivalent) to be carried out onsite at artsdepot or in the local area (including visits to schools and partner organisations) 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 role may include out-of-office hours duties, such as evening meetings and events for which TOIL will be offered.

- 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

<b>Creativity</b>	<b>Inclusivity</b>	<b>Collaborative</b>
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
<b>Respect</b>		
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.

### **Barnet & Culture for Youth (B&CY)**

B&CY is Barnet's Cultural Education Partnership. The primary mission of B&CY is: 'to ensure every young person in the borough has access to cultural education'.

The programme was established with three-year seed funding from A New Direction and John Lyon's Charity, and is one of over a hundred CEPs across England.

The founding partners were drawn from arts organisations, local authority services and primary, secondary and higher education providers from across the borough. B&CY is coordinated by artsdepot, in collaboration with founding partners, steering group and members.

The principal aim of B&CY is to identify ways in which every child and young person in Barnet can experience a rich cultural education to provide them with tools to enable them to navigate the world and feel it is theirs to enjoy too.

<https://barnet-culture-youth.co.uk/>