



## **Freelance Contract**

### **Artist Development Producer**

#### **4 days per month, 11-month contract**

artsdepot is looking for an organised, artist-focused producer to manage and support our year-round Artist Development programme.

This is an exciting freelance opportunity for someone with strong producing, administrative and relationship-building skills, and a good working knowledge of the arts sector. The Artist Development Producer will be the key point of contact for artists and creatives engaging with artsdepot's Artist Development programme, helping to coordinate residencies, workshops, performances, newsletters and artist support activity.

artsdepot's Artist Development programme runs throughout the year. Its cornerstone is the Artist Residency programme, which supports nine artists or companies to develop new work. This is complemented by online workshops, a quarterly artist development newsletter and access to last-minute rehearsal space for residency alumni.

**Reports to:** CEO/Creative Director

**Key relationships:** Head of Programming and Participation, Creative Producer (Education), Programme and Events Administrator, Marketing, Technical and Visitor Services teams, Director of Development, and external partners, artists, participants and stakeholders.

**Contract:** Freelance, 4 days per month for an 11-month fixed-term contract, starting as soon as possible.

**Fee:** £165 per day, invoiced monthly

**Working hours and location:** This is a flexible freelance role. The postholder will manage their own time in discussion with the CEO/Creative Director. A host desk is available at artsdepot, and some in-person meetings and events may be required.



## **Primary Responsibilities**

- Coordinate and support the administration of the Artist Residency programme, including the call out for the next cohort of artists in April/May 2027.
- Programme and produce the artist development workshop programme.
- Produce and facilitate the Tsitsit Festival artist residency performances in October 2026.
- Act as the key point of contact for artists and creatives engaging with the Artist Development programme.
- Work closely with the CEO/Creative Director, Head of Programming and Participation, Programme and Events Administrator, Creative Producers and other colleagues to support programme activity.
- Work with the Marketing team to promote residencies and artist development events and produce the quarterly Artist Development newsletter.
- Support the CEO/Creative Director on co-producing and co-commissioning projects and relationships.
- Collaborate with Creative Producers to support residency artists to develop ideas with artsdepot and facilitate community engagement opportunities where appropriate.
- Arrange artist one-to-ones with artsdepot's team.
- Recruit and manage appropriate personnel, including administrators, artists and workshop leaders, to deliver activity.
- Log all time related to Theatre Tax Relief claims.
- Contribute to evaluation strategies and collect quantitative and qualitative data to support high-quality reporting for funders and organisational learning.
- Undertake ad hoc duties related to the Artist Development programme as they arise.

## **Person Specification**

- Excellent fundraising knowledge particularly of Arts Council Project Applications
- Working knowledge of the arts sector this may be as an artist, programmer or producer
- Excellent administrative and organisational skills
- Strong interpersonal and communication skills
- An understanding of and commitment to artsdepot's work



## How to Apply

Please send your CV and a covering letter detailing how you meet the criteria for the role and why you want the position, and an Equal Opportunities Form (downloadable from our website) to [recruitment@artsdepot.co.uk](mailto:recruitment@artsdepot.co.uk).

Applications will be reviewed on a rolling basis, and recruitment will be closed early if an appointment is made before the closing date, so do not delay applying.

The final deadline for applications is **Wed 15 Jul at 10am**.

We look forward to receiving your application.

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. 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.