Reporting to- Creative Engagement Manager

Department – Programming

**Contract Type- Permanent/ Full Time**

Creative Engagement Producer

**PRINCIPLE PURPOSE OF ROLE**

The Creative Engagement programme at Lighthouse offers opportunities for our communities, young people, and artists to develop their creativity.  As one of the largest regional arts centres in the UK our aim is to create a sustainable and inclusive programme of creative engagement that connects more people with Lighthouse – enriching lives and sharing the benefit of taking part in cultural activity at all life stages.

The Creative Engagement Producer is responsible for the planning and successful delivery of these opportunities in line with Lighthouse’s creative engagement strategy.

**Programme Delivery**

* To plan and ensure the successful delivery of the existing programmes of work, ensuring these are delivered on time, on budget and clearly communicated both internally and externally. This includes the continuation of Young Writers and Young Technicians, as well as new strands under the direction of the Creative Engagement Manager.
* To be responsible for delivering all initiatives that involve collaboration with schools and higher/further education establishments.
* To work with the Creative Engagement Manager to develop the ‘Discover Creative Careers’ strand of the programme to support an increasing number of young people who are considering a career in the Arts, producing at least one careers focused event each term and attending careers talks to represent the Lighthouse.
* Provide administrative support to the artist development and community strands of the programme, as directed by the Creative Engagement Manager.
* Act as the main point of contact and administrative lead for all incoming visual arts exhibitions in the building. Developing and overseeing delivery of wraparound activity as well as organising private viewings as appropriate.
* Attend events related to Lighthouse’s Creative Engagement programme, as required.

**Audience Development**

* Work with visiting companies to identify opportunities to increase accessibility for productions and events within Lighthouse’s received programme, such as post-show Q&A’s, ancillary workshops, and access performances. Ensuring targets for number of events and attendance are achieved.
* Organise and host backstage tours and open days for community groups and the general public as required.
* Work closely with the sales and marketing department to identify local areas of low arts engagement and contribute to ideas and plans to expand our work and connection with people in these areas.
* Lead on any additional audience development activities as directed by the Creative Engagement Manager.

**COMMUNICATION**

* Provide administrative support to the Creative Engagement programme and act as the initial point of contact for all incoming enquiries for Creative Engagement.
* Update the central venue management system (Artifax 4) with all events, and accompanying detail, pertaining to Creative Engagement activity.
* Liaise with the other departments to ensure collaboration with departments on creative engagement events, attending departmental meetings where appropriate.
* Build strong relationships with regular users of the building, including scheduling their events when required
* Build strong relationships with community groups and partners on key projects
* Work with the marketing and sales department to ensure the Lighthouse website is kept up to date with all activity relating to creative engagement.
* Create, write, and distribute the regular newsletter for schools informing them of opportunities arising at Lighthouse.
* To attend meetings and represent the Lighthouse and Creative Engagement at external meetings relating to projects you are involved with.

**EVALUATION**

* Ensure all Creative Engagement activity information and data is up to date, to ensure accurate and timely reporting processes can be undertaken.
* To embed evaluation into the planning of all creative engagement activity to ensure all relevant data and information is captured from the outset.

**FINANCE AND ADMINISTRATION**

* Monitor budgets and invoicing for activity within defined parameters as required by the Creative Engagement Manager.
* Ensure that all formal agreements/contracts with third parties have been issued, signed and filed for Creative Engagement activity.
* Ensure that all necessary safeguarding checks are checked or undertaken for contractors who have been engaged to work on Creative Engagement projects.
* Work with Creative Engagement Manager and Development team to provide support on fundraising applications.

**GENERAL**

* Engage in professional development (CPD) opportunities as advised by Creative Engagement Manager.
* Perform any other reasonable duties as assigned by the Creative Engagement Manager.
* Adhere to all of Lighthouse’s policies and procedures.
* Embrace and promote inclusivity and relevance throughout all aspects of work.
* Ensure that Lighthouse’s diversity aims are considered throughout the Creative Engagement programme.
* Ensure that Lighthouse’s values are applied to all areas of work and responsibility.
* Minimise Lighthouse’s environmental impact wherever possible.

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

* Prior experience of having worked in a cultural environment.
* Passion for the Arts and making it accessible for the entire community.
* Empathetic with children and young people, as well as adults at risk and older people, and a fervent belief of the importance of the Arts in their lives.
* Understanding of safeguarding.
* Working knowledge/active interest of social media, marketing, and fundraising in the arts.
* Understanding of basic financial procedures.
* Ability to operate in a professional manner in a fast-moving environment, including the ability to manage competing priorities.
* Meticulous attention to detail.
* Ability to use own initiative and work independently.
* Excellent communication with good written, verbal, and interpersonal skills.
* Fluent IT skills and working knowledge of MS Office.
* DBS checked (or willingness to undergo a DBS check).

**DESIRABLE REQUIREMENTS**

* Qualification and/or training in arts management or relevant field.
* Knowledge of producing different types of events.
* Experience of budgeting, report writing, and evaluating projects.
* Experience of working in visual arts.
* Experience of using Artifax 4.
* Experience of working with schools and young people.
* Knowledge of the Poole locality and the surrounding area.
* Ability to deliver Arts Awards.
* Driving licence with access to own vehicle.

**PERSONAL CHARACTERISTICS**

* Enjoy being a team player with a ‘can do’ attitude.
* Ability to pick up new skills and methods of working quickly and accurately.
* Be a creative thinker and adaptable to change.
* Proactive, aspirational, and forward-thinking.
* Willing to work evenings and weekends as required.
* Empathetic, compassionate, and with a positive outlook.