

## HANDMADE PRODUCTIONS CIC CREATIVE PRODUCER



### ABOUT US

Handmade Parade began in Hebden Bridge in 2008 bringing together visual artists, musicians, makers, technicians, costume designers, circus performers, puppeteers and parade specialists in celebration with the community. In 2010 Handmade Parade became a Community Interest Company and in 2013 we started running Todmorden Lamplighter Festival. We changed our name in 2021 to Handmade Productions CIC to better reflect the widening scope of our work and ambition but everyone still calls us Handmade Parade.

We've grown in ambition, influence and reputation for the scale, quality, innovation and community engagement of our events and as a result, we're often commissioned by local authorities or organisations seeking to invest in strong community connections and place-making. Our lanterns, parades and signature giant puppets are impactful, inspiring awe and wonder; our events are designed to develop social connections and community pride. We aim to leave behind a sense of shared fun and confidence in developed skills.

We are committed to low impact, environmentally sustainable materials – we use bamboo, willow, and natural fabrics and are expert recycled cardboard wranglers! Our work looks like this: <https://www.youtube.com/watch?v=E0sJrBcQdpY> <https://www.youtube.com/watch?v=Jer7oMejEhs>

### ABOUT THE ROLE

This is an exciting time for Handmade Productions CIC as the company marks a significant turning point in organisational capacity. We are looking for a Creative Producer who can build on our fantastic artistic achievements and support company growth, securing its future as a leader in the outdoor arts sector. We are seeking a candidate who is highly motivated, energetic and creative to work alongside the Handmade Parade team.

The Creative Producer role is new to the company, having previously been led by an Artistic Director. However, we feel that it is time to broaden our creative response and to encourage our freelance team of core artists to develop a collective artistic vision for the company. The role will involve developing working relationships with our core artists and supporting them to devise the artistic vision for project proposals, keeping them informed and integrated into company activity, and supporting the company's reach and ambition. The Creative Producer will have overall responsibility for successful management and delivery of our projects, including recruiting artists, crew and project managers as necessary, and for ensuring that projects are appropriately costed and remain within budget; and also be responsible for scoping and developing relationships that deliver commissions and income-generating opportunities.

### ABOUT YOU

You will have a minimum of 3yrs senior leadership experience either working within an arts organisation or as a freelancer for NPO, local authority or similar clients. You will understand the nature of community capacity building and have experience of working with hard-to-reach communities. You should be able to demonstrate experience of working on high-value project delivery and budget management and have demonstrable people management skills. You will have good knowledge of the UK outdoor arts sector or have experience of delivering large-scale parades or outdoor events. You will be familiar with Arts Council England's Let's Create strategy and delivery plan, and you'll have demonstrable experience of developing successful funding applications and/or project proposals. You'll have excellent sectoral networks and be able to develop and maintain strategic connections that will support the company's growth and stability. You'll be committed to the provision of high-quality and meaningful participatory arts with inclusion and diversity at its heart.

## JOB DESCRIPTION

Job Title	Creative Producer
Location	HMP workshop in Hebden Bridge with occasional home-working and travel
Responsible To	Executive Director or Chair and Board of Directors (dependent on experience and qualifications)
Responsible For	Freelance workers inc. core artists & project managers
Hours	0.6FTE - 3days pw
Salary	£36,000-39,500 pro rata (dependent on experience and qualifications)
Holidays	25 days plus 8 statutory holidays pro-rata
Contract	Permanent
Notice Period	One month
Probationary Period	Six months

### Job summary

To take overall responsibility for designing, devising, production and delivery of all Handmade Productions' output including accurate budgeting, effective monitoring and strategic purpose. The postholder will work in collaboration with core artists and freelance project managers (where appropriate) to ensure high-quality delivery, and develop and maintain relationships with commissioners, actively seeking new commissions for the company including horizon scanning for appropriate opportunities.

To develop and maintain excellent communications between core artists, staff and board, providing leadership in implementing board policy in a manner consistent with the vision, mission and aims of the organisation.

To support the growth and development of the company through key sectoral and stakeholder relationships at regional and national levels.

### Key Responsibilities

#### Personnel management

- Line management and support of individual project managers, ensuring that projects are well-managed with regard to planning, communication, funding requirements, agreed outputs, and delivered according to timeline and budget.
- Managing and overseeing the pool of freelance artists, including development of recruitment and training to ensure the company has relevant skills available
- Developing strong working relationships with core artists to ensure effective consultation, best use of individual skillsets and awareness of availability.
- Co-ordination of end-of-project reporting according to project and funder requirements.

#### Stakeholder relationships

- Supporting liaison between project commissioners and community stakeholders to ensure project design meets local and strategic needs.
- Working with the Executive Director to inform strategic planning and build appropriate relationships with local, regional and national stakeholders.
- Representing the organisation at senior level with funders and other stakeholder groups as appropriate.
- Contribute to the development of Handmade Productions' outreach and community work in partnership with Calderdale initiatives, e.g. LCEP and Calderdale Creates.
- Ensuring that project delivery meets contractual and stakeholder requirements and that project monitoring, evaluation and reporting needs are met.

### Developing programmes and services

- The preparation of accurate costings and development of project proposals in consultation with core artists.
- Overall management of all artistic project delivery; anticipating and troubleshooting logistical, relational, and scheduling issues.

### Company development

- Actively seeking and horizon-scanning for potential work opportunities for the company, adopting a strategic approach to delivery and contact development.
- Participate in relevant training and CPD activities that aid the development of Handmade Productions' practice and operations as a company.
- Participate in local and national network initiatives to promote the company, help shape the sector and learn from colleagues across the sector.
- Work in accordance with and be able to add to the evolution of company policies including, but not limited to, our anti-discrimination, safeguarding and health and safety policies.

### Working with the Board

- Providing management and leadership in implementing board policy in a manner consistent with the vision, mission and aims of the organisation.
- Working with the Executive Director to support the board in providing accurate, timely information and to support effective decision-making.

### Financial management

- Working with the Executive Director to support the preparation of annual company budgets and cashflow forecasts and ensuring that the company works within its financial capacity.
- Set realistic project budgets, ensuring that project managers implement and maintain good financial record-keeping and that work is delivered within the available budget; ensuring that final reporting is completed and undertaken in a timely manner.

### Person Specification

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
Legal, environmental, and H&S requirements for outdoor events	X	
Calderdale cultural and local policy priorities		X
Environmental practice in the arts		X
Regional and National policy priorities for the cultural sector		X
Best practice for working with children, young people and vulnerable adults and safeguarding measures	X	
Arts/charitable sector funding environment	X	
<b>EXPERIENCE</b>		
3yrs senior leadership within the arts sector	X	
Creating and delivering arts activity within community settings	X	
Project management of large-scale and/or outdoor events	X	
Use of shared digital project management tools		X
Delivering publicly funded programmes and associated reporting requirements	X	
Contracting of artists and/or suppliers	X	
<b>SKILLS/ABILITIES</b>		
Organisational, logistical and prioritisation skills	X	
Pro-active problem solving	X	
Effective communicator (verbal, written) at all levels	X	
Strong budget management	X	
Effective time management and ability to multi-task	X	
Strategic planning and thinking	X	

BEHAVIOURAL/PERSONAL ATTRIBUTES		
Commitment to teamworking and supporting colleagues	X	
Confident leadership	X	
Community focused thinking and values	X	
Takes responsibility for decision making	X	
Commitment to celebrating diversity and an understanding of intersectionality	X	
Commitment to improving environmental sustainability	X	

#### RECRUITMENT SCHEDULE

**Application Deadline:** Thursday 21 April 2022 at 6pm

**Interview candidates notified:** Friday 29 April 2022

**Interviews:** Wednesday 11 May 2022

**Company Away Day:** Sunday 22 May 2022