



REVOLUTION

RECRUITMENT PACK
SENIOR PRODUCER

About Revoluton

Who We Are

Revoluton is a Luton-based arts organisation. We work with artists and communities - across a range of art forms and disciplines - to produce creative work that promotes positive futures for people and place. We provide support, resource, and mentoring to artists and emerging creative practitioners. We facilitate pathways for people to engage with creativity, as professional practitioners, participants, and as audience members.

“ We believe the spirit of Luton encapsulates activism, warmth, and generosity. The spirit of our work is captured in our name - Revoluton.

This is an exciting time in the development of the organisation. Over the last two years, Revoluton Arts has been on a journey to shape a long-term strategy that will see more people engaging with our work as audiences, creatives, and co-designers - in person and via digital means. Our work as a newly established independent organisation will take us beyond the geographical boundaries of Luton, delivering ambitious creative work in addition to the remit of our primary funded programme, Creative People and Places (CPP).

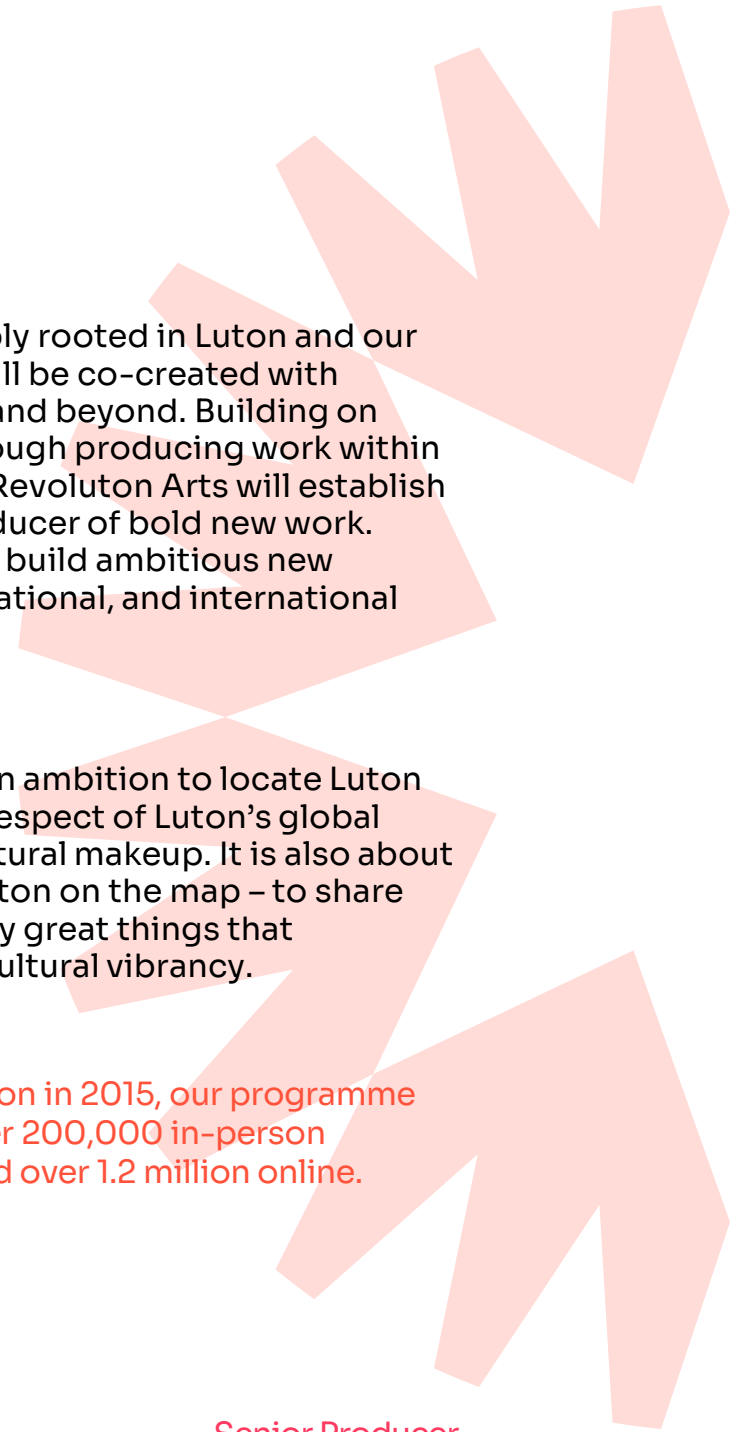
Revoluton

Our work remains deeply rooted in Luton and our creative programme will be co-created with communities in Luton and beyond. Building on experience gained through producing work within previous CPP activity, Revoluton Arts will establish a nascent role as a producer of bold new work. Additionally, we aim to build ambitious new partnerships at local, national, and international levels.

Central to this plan is an ambition to locate Luton in the world. This is in respect of Luton's global relevance and multicultural makeup. It is also about a deep desire to put Luton on the map - to share with the world the many great things that contribute to Luton's cultural vibrancy.

“ Since our inception in 2015, our programme has attracted over 200,000 in-person engagements and over 1.2 million online.

Senior Producer



Our Vision, Mission and Values

Our vision is for communities to connect through creativity, locally and globally, uniting to define their positive futures.

Our mission is to unite communities and creatives as the collective catalyst for change. We locate Luton in the world. We do this by connecting the people of Luton with standout creative practitioners – locally and beyond – to create cultural activities that bring positive change to people and places.

Our values are:

Agency (affirming the voice, choice, and power of marginalised communities to bring positive change).

Belonging (celebrating place, and creating a sense of acceptance and freedom).

Connection (uniting people and forming partnerships towards a common purpose).

Creativity (nurturing talent, promoting everyday creativity, and producing creative work made in Luton).

Opportunity (providing and promoting access to arts and creativity for leisure, learning, and livelihood).





About the Role

The Senior Producer plays a pivotal role in Revoluton Arts, overseeing the production of key organisational strands. This includes our work with underserved communities and children and young people, ensuring the successful delivery of hyperlocal community commissions and community-led programming, and acting as senior producer for creatively ambitious large-scale events. The role is vital in ensuring an engaging programme is in place that reaches target audiences.

As part of the Senior Management Team (SMT), with the CEO/Creative Director and Executive Director, they will have shared responsibility in the successful delivery of our Creative People and Places (CPP) programme, developing new future strands of work and building the CIO's organisational model. They will lead the Producing team within the organisation.

We are looking for an experienced producer, who will work alongside the local community to create an exciting and varied programme that engages audiences representative of Luton's super-diversity. They will be highly organised and able to manage multiple priorities, alongside an understanding of strategic development and a passion for creating relevant creative experiences.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by, and for Lutonians, to how we budget and build partnerships. We are committed to our organisation reflecting and celebrating Luton's incredible diversity across ethnicity, age, gender, disability and socio-economic background. We therefore especially welcome applications from people with lived experience of the communities that we work with.



Key Responsibilities

Creative Producing

- Alongside the CEO/Creative Director, schedule, develop and oversee a programme of activities for Revoluton Arts, with an emphasis on our Creative People & Places Programme.
- Ensure project teams, project plans and timelines are in place to deliver the projects.
- Chair production planning meetings and act as the external lead for key programme strands.
- Take leadership responsibility for the Children and Young People programme, and other strands of the creative programme to be agreed annually with the CEO/Creative Director.
- Act as the Designated Safeguarding Lead.
- Ensure that all activity is appropriately risk-assessed and complies with all relevant legislation and best practice guidance, including minimising the environmental impact of our activities.
- Ensure that appropriate safeguarding and security measures for all events and activities, both on and offline, are in place.
- Present regular project delivery plans and budgets to the CEO/Creative Director for approval.
- Manage project budgets for areas of responsibility, reporting regularly to the Executive Director.
- Recruit, contract and manage the Producing team, and build a network of freelance associates to support the delivery of the work.
- Work with the Executive Director to ensure contracts are in place and finance processes are followed.
- Contribute to marketing and press campaigns as required, including planning and artist liaison.
- Support the evaluation of the work of the organisation and aid the Programme Assistant in the collection of evaluation data of programmes, taking responsibility to ensure that all activity is evaluated robustly.
- Work with the Executive Director and CEO/Creative Director to seek appropriate opportunities for additional funding for the programmes, and collaborate as a member of SMT to shape funding applications and provide necessary information for bids.
- Contribute to the creation of reports and other documentation required by funders.

Key Responsibilities

Governance

- Support the CEO/Creative Director and Executive Director with preparing reports and presentations for the Board and Core Consortium.
- Attend meetings when required.

Organisational Development and General Management

- With SMT, ensure there is a framework in place for community leadership and engagement, enabling community voice to inform the design of Revoluton Arts' creative plans.
- In collaboration with the CEO/Creative Director and Executive Director support the strategic planning process for the organisation.
- Ensure all line management processes are followed and staff are supported with regular one to ones.
- Attend internal and external meetings, conferences and events as required.
- Contribute to all aspects of Revoluton Arts' operational and strategic developments as a member of SMT.
- Represent the CEO/Creative Director and Executive Director at external events as required.
- Regularly attend and support delivery of organisational events.
- Develop a wide network of contacts locally, regionally, nationally to maximise artistic and business growth.
- Help develop and implement Revoluton Arts Equality Policy, Diversity Action Plan, Health & Safety Policy and any other policies or plans that may be introduced in the future.
- Undertake any other duties as appropriate to the post and as agreed with the CEO/Creative Director and Executive Director .
- Act as an ambassador for Revoluton Arts at all times.



Person Specification

Essential

We are looking for an experienced creative producer with the following essential attributes:

- Significant track record of producing creative projects, with expertise in community engagement and co-creation.
- Ability to think strategically, contribute to organisational development, and plan long-term programmes that engage a wide range of audiences and participants.
- Excellent communication skills and ability to adapt style to work with a wide range of people and communities.
- Ability to design and facilitate meaningful consultation and community decision-making.
- Ability to grow a network of contacts in both the cultural and voluntary sectors and experience of partnership working.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- Ability to manage budgets, create and monitor contracts and produce reports.
- Strong administrative skills, including using Microsoft Office 365.
- Understanding of relevant legislation, including health and safety, safeguarding and licensing

- Experience of contributing to funding bids, reporting and project evaluations.
- Knowledge and understanding of digital work, especially around community engagement and accessibility.
- A proven commitment to equality, diversity and inclusion.
- Ability to deliver projects in line with Revoluton Arts' mission, vision and values.
- Awareness and understanding of the social, economic and political issues that affect the lives of people in Luton.

Desirable

- Co-delivery of projects with a digital focus, including filmmaking and videography.
- Previous experience as a Designated Safeguarding Lead.
- Previous line management experience.

Application Details

Contract Terms

Contract: Full-time.

Salary: £38 - £40k (plus pension contributions)

Responsible to: CEO/Creative Director

Responsible for: Community Producers, freelance artists, event assistants, and volunteers.

Start date: From December 2024

Place of work: Hybrid working, with at least 60% of the week in the Revoluton Arts office at Marsh Farm, less than 10 minutes from Leagrave Station on the Thameslink.

Application Information

Deadline for applications: 23:59, Monday 14 October 2024

Interviews: First interviews will take place on Tuesday 22 October, in person at the Revoluton Arts office. The panel will include the CEO/Creative Director, Executive Director, and a representative from the Board of Trustees.

Second interviews TBC.

If you would like to discuss the role before applying, please contact Lindsey Pugh, CEO/Creative Director - lindsey@revolutonarts.com to arrange a call.

How to Apply

Please email your application to:
info@revolutonarts.com

To submit an application, please send in an up-to-date CV, with details of two referees, a completed Equal Opportunities Form, and a supporting statement outlining your interest and why your experience makes you an excellent fit for the role.

We will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4.
- Video submission that is no longer than 5 minutes.
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes.

Revoluton is a diverse organisation, committed to equal opportunities, and we welcome applications from all sections of the community. If you require any further information or assistance in making an application, or this information in an alternative format, please contact us on info@revolutonarts.com or 01582 345560.

REVOLUTON

   @REVOLUTONARTS

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