



Freelance Senior Producer

Co-creation and Outdoor Arts

Fixed term 4 November 2024 – 31 March 2025 | Fee £8,225

We are seeking an experienced and collaborative Freelance Senior Producer to join our team, to lead on the delivery of two exciting commissions from November 2024 through to March 2025.

The Freelance Senior Producer will work collaboratively with the team and commissioned artists, alongside local communities, in the co-creation and delivery of two commissioned works:

- *Nature Calling*, in partnership with Chilterns National Landscape.
- *Rave New World*, in partnership with Tangled Feet.

The Freelance Senior Producer will lead on the delivery of high-quality activities that engage residents in the making, presentation, and enjoyment of these new commissioned works, as participants and as audience members. They will be highly organised and able to manage multiple priorities, understand strategic partnership development, and have a passion for creating relevant creative experiences for super-diverse audiences.

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 expressions of interest from people with lived experience of the communities that we work with.

Revoluton Arts CIC | Charity number 1209512

Marsh House, Bramingham Rd, Luton, LU3 2SR

www.revolutonarts.com



Who We Are

Revoluton is a Luton-based arts organisation. We work with artists and communities - across a range of artforms 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.

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.

We believe the spirit of Luton encapsulates activism, warmth, and generosity.

The spirit of our work is captured in our name - Revoluton

Our Mission, Vision, 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).

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

Brief

The Freelance Senior Producer will act as lead producer for two commissioned works:

- *Nature Calling*, in partnership with Chilterns National Landscape:
 - 4 November 2024 – 31 March 2025 (10 days @ £235 p/d = £2350)
- *Rave New World*, a co-production with Tangled Feet:
 - 4 November 2024 – 31 March 2025 (25 days @ £235 p/d = £5875)

Nature Calling

Nature Calling is a ground-breaking national project, that has commissioned an exceptional, diverse range of artists to explore and celebrate nature and our National Landscapes (formerly known as Areas of Outstanding Natural Beauty). It is specifically designed to listen to communities and ensure our landscapes are a place for everyone.

Revoluton is the Producing Partner for the Chilterns edition of *Nature Calling*. To date, we have worked with an advisory group of Lutonians to appoint local poet Lee Nelson and artist Matthew Rosier to co-create site-responsive commissions with local residents.

The Freelance Senior Producer will work as lead producer, working closely with the Community Producer, Marketing Manager, and Programme Assistant to successfully deliver a series of six participatory weekly workshops, starting in November, for Matthew Rosier's commission, *Luton Henge*.

The workshops will act as a lead-in to the ultimate creation of *Luton Henge* in 2025. This will engage local residents in the creation of a henge made with locally sourced, natural materials, to be installed on the neolithic site of Waulad's Bank, Marsh Farm, near Leagrave, north Luton.

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The Freelance Senior Producer will act as the main point of contact for our external partners, including Chilterns National Landscape and the commissioned artists.

Rave New World

Revoluton Arts and Tangled Feet are working together to deliver the co-production, *Rave New World*, as part of Revoluton's new programme *Undercurrent*, a creative heritage project that aims to uncover and share historical narratives of activism and music sub-cultures connected to the River Lea.

Rave New World is a co-production that seeks to platform Luton's rave heritage through co-creation with residents within, and near to Marsh Farm, Luton. It will use the outputs of the research phase of *Undercurrent* to inform the content and process for co-creation with Lutonians. Co-creation in this context refers to involving residents in shaping the development and delivery of the production to ensure that the final presentation reflects, and is relevant to, local people and place. It does not involve artist development initiatives.

A rehearsed reading for an invited audience will take place in October and a Gig Theatre version of the production will take place in November in the lead up to the final public outdoor presentation. The final public outdoor presentation of the work should aim to attract a total live audience of at least 500.

The activity will take place within Marsh Farm, Luton with the production presented on the site of/surrounding Marsh House Community Centre, Bramingham Road, Luton, United Kingdom, LU3 2SR.

Delivery will take place as follows:

Friday 29 November: Gig Theatre presentation

Friday 21 & Saturday 22 March: Production performances

Dates and times are subject to change

The Freelance Senior Producer will work as lead producer for *Rave New World*. They will work closely with the Community Producer, Marketing Manager, and Programme Assistant on the engagement and administrative aspects of the role. They will act as the main point of contact for our external partners, including Tangled Feet and production partners.

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Principal responsibilities

The Freelance Senior Producer's principal responsibilities are:

Creative Producing

- 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 the projects/commissions.
- 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 to the Executive Director.
- 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.
- Contribute to the creation of reports and other documentation required by funders.
- Act as an ambassador for Revoluton Arts at all times.

Person Specification

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, to deliver high-quality projects 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.

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- Ability to design and facilitate meaningful consultation and community decision-making.
- Well-networked 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 reporting and project evaluations.
- 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 attributes:

- Previous experience as a Designated Safeguarding Lead

The successful candidate will be required to obtain a DBS check.

How to Apply

Please email your CV as soon as possible and no later than 23:59hrs on 17 October to Lindsey Pugh, CEO and Creative Director: lindsey@revolutonarts.com

To express your interest in this freelance role, please send in an up-to-date CV, with details of two referees, and 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 1 side of A4.
- Video submission that is no longer than 3 minutes.

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- Audio submission as an MP3 or WAV file, that is no longer than 3 minutes.

Revoluton Arts 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 require this information in an alternative format, please contact us on info@revolutonarts.com or 01582 345560.

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