



Freelance Young People & Pathways Producer

Young Revolutionaries micro commissioning strand

Fixed term 2 December 2024 – 14 March 2025 | Fee £3300

We are seeking an experienced and collaborative Young People & Pathways Producer to join our team, to lead on the delivery of our Young Revolutionaries micro commissioning strand.

The Freelance Young People & Pathways Producer will work collaboratively with the Revoluton team to lead the successful delivery of the fourth cohort of Young Revolutionaries' commissioned works. This will involve the facilitation of workshops, supporting the Young Revolutionaries to develop their ideas, including through delivery of Creative Assemblies for a wider group of young Lutonians to input their ideas through a process of co-creation.

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.

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 places. We provide support, resource, and mentoring to artists and emerging creative practitioners. We

Revoluton Arts CIC | Charity number 1209512

Marsh House, Bramingham Rd, Luton, LU3 2SR

www.revolutonarts.com



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).

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

Brief

The Freelance Young People and Pathways Producer will act as lead producer for our fourth cohort of Young Revolutonaries commissions.

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They will assess applications, convene and deliver a commissioning panel involving young Lutonians previously engaged in the programme, and support the selected creatives to develop and deliver their idea. This will involve wider engagement of young Lutonians through delivery of Creative Assemblies – a model of democratised decision-making about culture and creativity in Luton.

The Freelance Young People and Pathways Producer plays a vital role in supporting the development of high-quality locally owned creative activities and events, led by young Lutonians. They will also promote development of pathways through our programmes (and beyond).

The Freelance Young People and Pathways Producer will be a skilled project manager, with excellent communication and organisation skills and a demonstrable commitment to community engagement.

Principal responsibilities

- Work with the Senior Producer, young people and artists who live, learn, or earn in Luton to programme artists and facilitators who are local and/or reflect the super-diversity of the town.
- Proactively, promptly and consistently communicate with prospective and current programme participants, building effective rapport.
- Maximise participant engagement with the Youth & Pathways programme, working collaboratively with agencies and organisations to increase attendance with guidance from the Senior Producer.
- Maximise the decision-making role that young Lutonians play in relation to commissioning, programme design, programming and co-creation.
- Lead on the high-quality delivery of inclusive and engaging activities within the Young Revolutionaries programme.
- Work collaboratively with early career freelance artists and creative practitioners in a way that supports their wellbeing and professional development.
- Provide proactive wellbeing support to programme participants, escalating any concerns to a Mental Health First Aider.
- Escalate safeguarding concerns and disclosures promptly in line with the Revoluton Arts Safeguarding Policy.
- Create risk assessments for all projects and events and implement risk mitigation measures throughout delivery.
- Ensure that activities are accessible and inclusive, in accordance with Revoluton Arts' Equality Action Plan.

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- Ensure administration processes for all projects are consistently up to date, including prompt and accurate completion of Session Debriefs, Project Details Sheets and Engagement Databases.
- Work with the Senior Producer to ensure that project budgets are managed in line with financial procedures, taking responsibility for delegated budget lines and accurately tracking spend.
- Proactively gather invoices and share with Senior Producer for sign off and Programme Assistant for processing in a timely manner.
- Draft contracts and promptly issue artists and creative practitioners with project handbooks and relevant policy documents.
- Ensure that evaluation processes are implemented.
- Act as the main point of contact for participants and audiences, promptly responding to enquiries as an ambassador for Revoluton Arts.
- Build a strong working relationship with the Marketing Manager, proactively populating Marketing Forms to shape the development of marketing materials.

Person Specification

Essential:

- Passionate about working to realise the Revoluton Arts mission, vision, and values.
- At least two years' experience of similar roles in the arts, voluntary or grassroots community sectors.
- Experience in successfully engaging young people, especially those who lead complex and challenging lives, in creative or community activities.
- Experience of providing pastoral support to young people.
- Commitment to safeguarding best practice.
- Experience of working with Luton's diverse communities, including understanding the social, economic, and political issues that affect their lives.
- Experience in supporting freelance artists and creative practitioners.
- Strong track record of building relationships with external stakeholders such as artists, venues and partner organisations.
- Excellent organisation and planning skills with proven ability to work flexibly, prioritise and to meet deadlines.
- Ability to manage budgets, including accurately tracking expenditure.
- Willing to contribute to a culture of proactive problem prevention and problem solving.
- Strong administrative skills, including using Microsoft Word and Excel
- A proven commitment to equality, diversity, and inclusion.
- Open to feedback and committed to continuous professional development.

Desirable:

- Experience of working with different art forms.

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- Experience of maximising youth voice and youth-led decision making.
- Knowledge and understanding of digital work, especially around community engagement and accessibility.
- Level 1 Safeguarding Qualification.

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 3 November to info@revolutonarts.com

To express your interest in this freelance role, 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 1 side of A4.
- Video submission that is no longer than 3 minutes.
- 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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