

JOB DESCRIPTION

Title: Associate Creative Producer
Department: Lancaster Arts
Directly responsible to: Curator
Grade: 5; 0.54fte (20 hours per week)

Contacts:

Internal: *Lancaster Arts team, university staff (both academic and professional services, student societies), students, all engagement teams*

External: *Locally based and visiting artists, regional arts networks, local arts organisations, community/voluntary groups, schools, external volunteers*

Lancaster Arts: Where ideas, people and creativity connect

Lancaster Arts (LA) is a distinctive combined arts organisation in the North West of England. We are based at the Lancaster University campus, and our venues include the Great Hall, Nuffield Theatre and Peter Scott Gallery as well as sites off campus. Lancaster Arts has an acclaimed reputation for the presentation, creation and development of innovative contemporary work and works within an Arts Strategy for the University that places art and creativity at the heart of the institution. We are proud of our artist development programme, which supports and features artists at all stages of their careers. We also develop and lead on bespoke projects that connect to overarching themes in our work and respond to regional and local needs.

We host a wide spectrum of events and participatory opportunities across theatre, dance, music, visual art, live art, circus, spoken word and comedy and work with partners locally, regionally and internationally. We are committed to working in close partnership with internal and external partners (e.g Ruskin Library, local arts organisations) through delivering joint projects to realise our values and achieve our goals.

The Lancaster Arts team is committed to the development, production and presentation of artistic work of the highest calibre, ensuring that it reflects and speaks to the lives of our audiences, participants and artists. This commitment requires the whole team to be engaging with all stakeholders on a regular basis to enable a relevant and responsive programme and engage with artistic work across the region. We are keen to ensure a broad range of public access points are provided throughout our work. All team members are advocates for Lancaster Arts and how the arts and higher education can work together seamlessly for the benefit of society and the values that working in the arts brings to other disciplines, public services and civic agendas. Although roles in the organisation fall into primary functions such as administrative, managerial, operational and artistic, all members of the team integrate all of these aspects into each specific role, bringing initiative, leadership and creativity into the ways we work together.

PURPOSE OF POST

The Associate Creative Producer will develop and support the artistic programme at Lancaster Arts (LA) with an emphasis on engagement and our commissions programme, working across all artforms. The post holder will work closely with the Creative Producer and lead on internal and external engagement as needed for commissions, brokering relationships between the artistic programme, the university and wider external engagement.

Major Duties:

- Contribute to the development and delivery of the Lancaster Arts artistic programme with attention to the aspirations, objectives and targets in the Strategic Plan
- Project manage a number of arts commissions and/or artist development and ensure the commissions are of the highest standard and remain in budget
- Contribute to the programming team of Lancaster Arts, through seeing artistic work, engaging with artists working regionally in the north west region and taking part in the team's selection processes
- Develop and strengthen the engagement work with communities and individuals in the Lancaster District that will build stronger participation with the Lancaster Arts programme, and sustain engagement between project work, working closely with the Audience and Business Development Manager
- Develop and strengthen the engagement work with university colleagues to enable relationships between artists and academics, students and professional services across the university
- Work closely with Lancaster Arts' team, including technical colleagues and Front of House staff to ensure a high standard of event delivery befitting a professional high quality combined arts organisation
- Support wrap-around programme attached to public seasons as relevant to engagement (workshops, one-off events, and Creative Gatherings)
- Initiate and develop specific strands of work with internal and external partners (e.g. project activity)
- Contribute to reporting, evaluation and monitoring as an integral part of the delivery of programmes, particularly with regard to engagement monitoring
- Source new funding opportunities that are relevant to the engagement programme
- Contribute to the Communications team at Lancaster Arts, as pertains to engagement, relevant commissions and events

General

- Be a champion for the Creative Case for Diversity of Arts Council England to ensure best practice through a proactive approach to equality, diversity and inclusion
- Work openly with the whole team to enable communication, transparency and efficiency
- Represent LA in local and regional networks as required and substitute for Creative Producer, when necessary
- Support Front of House responsibilities as Duty manager, when required, on occasion (shared task with other team members)
- Contribute to ad hoc sub groups in Lancaster Arts team, as reasonably requested
- Undertake any professional development or other duties commensurate with the grade and as reasonably requested by the Director/ Senior Leadership Team
- Willingness to undertake some out of hours work during weekends and evenings.
- A DBS (Disclosure and Barring Service) certificate is necessary for this post