

PERSON SPECIFICATION

Creative Producer

Vacancy Ref: N2830

Criteria	Essential/ Desirable	Application Form / Supporting Statements / Interview *
To convey an appropriate rationale and interest in applying for this particular post with Lancaster Arts.	Essential	Supporting statements / Interview
A background in arts practices (as producer, artist or facilitator) with a deep understanding and track record in at least one artform specialism	Essential	Application Form / Supporting statements / Interview
A track record of enabling public engagement with arts commissions and projects and an understanding of best practices	Essential	Application Form / Supporting statements / Interview
Experience with project managing arts commissions to enable artistic work of the highest quality	Essential	Application Form / Supporting statements / Interview
An understanding of the capabilities necessary for effective creative producing	Essential	Supporting Statements/ Interview
Track record in creating and supporting artist development programmes	Essential	Supporting statements / Interview
Track record in supporting arts commissions from the initial idea through to completion and evaluation	Essential	Supporting statements / Interview
Strong communication and collaborative skills and working with a diverse range of people	Essential	Supporting Statements / Interview
Experience of prioritising workload to meet competing deadlines	Essential	Supporting Statements / Interview
Strong project management skills, including budgeting	Essential	Supporting Statements / Interview
Strong writing skills for blogs, funding applications, and evaluation reports	Desirable	Supporting Statements / Interview
A knowledge of socially engaged arts and best practice in arts engagement	Desirable	Application Form / Supporting statements / Interview

Track record for generating new partnerships	Desirable	Supporting Statements / Interview
Experience of data collection and monitoring	Desirable	Supporting Statements / Interview
Familiarity with arts policies such as the Creative Case for Diversity of Arts Council England	Desirable	Supporting Statements / Interview
Commitment to ongoing personal development	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae, and letter of support. Normally used to evaluate factual evidence (e.g. award of a qualification) and will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet each of the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.