

Freelance Contract

Role: Executive Producer

Project: Summer in the CIQ (working title)

Contract: Freelance

Dates: March - Sept

Employer: Site Gallery Ltd, 1 Brown Street, Sheffield, S1 2BS
(On behalf of the programme partners)

Fees: A fee of £15,000 (incl VAT) is available (e.g. 75 days @ £200 per day)

Scope:

We are looking for an experienced programmer and project manager to work with a consortium of arts organisations in the Culture Industries Quarter of Sheffield, to design, develop and deliver an arts and audience development programme, to take place over Summer 2022.

The Project:

Summer in the CIQ will be a celebration of creativity and making based throughout the cultural industries quarter through a series of 4 free Weekender events in Summer 2022. Each of the 4 Weekenders has its own theme: Street and Public Art, Moving Image, Young People and Sustainability. Activity includes three new mural commissions (managed and delivered by a separate team). The Young People's Weekender planning is already underway so the focus on this role will be the other three Weekenders.

Summer in the CIQ will bring together over 20 cultural, community and hospitality businesses in the district, create employment opportunities for artists and creative freelancers and welcome 5000 visitors to the quarter through a carefully crafted programme designed to reach a broad range of audiences including families, teens and adults. Access and diversity will be embedded in programme design, community engagement and marketing strategies to create a truly meaningful and impactful series of micro festivals.

The programme is designed ultimately to bring back audiences and customers to the cultural and hospitality venues in the quarter who are suffering ongoing decline due to the impact of Covid. It will forge new working relationships between businesses and create a new sense of identity and intent for those working in the quarter to work together to build the reputation and viability of the CIQ into the future.

The Role:

The role is split into two phases. The phases could be delivered by the same person or split accordingly:

Phase 1: to work with the project stakeholders to devise and programme content for three Weekenders.

Phase 2: to lead the delivery of each Weekender, working on the ground to deliver detailed planning, coordinate activity and manage activity in the public realm.

Details:

Phase 1: March - April 2022

- Work with the Commissioning Group (made up of programmers at partner venues) to research and develop a diverse, engaging and thematic series of creative activity such as events, performances, workshops, talks, for each Weekender
- Create a brief for each Weekender and seek partnerships with organisations within and outside the CIQ.
- Commission artists and organisations to deliver activity
- Through the partnership, create a detailed programme plan for each Weekender, to be signed off by the Commissioning Group and a Steering Group. This forms the basis of phase 2.
- Produce text for marketing and promotional materials.

Phase 2: May - August 2022

- Develop delivery plans for each of the Weekenders in collaboration with partners -
Seek and confirm venues and locations.

- Create detailed Event Plans for each which will be submitted and approved by Sheffield City Council.
- Be the central point of contact for venues and organisations involved in each Weekender.
- Provide detailed information for marketing and promotional purposes.
- Hire and purchase equipment for the events.
- Brief and supervise event staff and ensure health and safety plans are in place and adhered to.
- Lead the project management of events in the public realm including technical-set up, installation, licensing, risk management H&S assessments and budget management.
- Ensure expenditure is in line with approved budget, and work with Site's finance team to ensure financial records are robust.

The Partners:

Site Gallery (accountable organisation), Yorkshire Artspace, Showroom Workstation, Bloc Project.

The Mural Commissions are led by artist Jo Peel and Mark McClure
The Young People's Weekender is led by Site Gallery

Strategic partner: Sheffield City Council

The budget:

This is a £100,000 programme funded by Sheffield City Council through their Covid-19 Economic Recovery Fund.

Costs of £12,500 have been allocated to each of the four Weekenders plus additional to hire or purchase equipment, staging, seating, outdoor screens etc and for running events safely, as well as an allocation to marketing.

Skills, Knowledge and Behaviour: Programme Manager

You will be an experienced arts programmer who has at least 5 years of professional experience within the field. You have a good knowledge of contemporary art practice and a practical

understanding of the processes of making work for the public realm. You enjoy working within a team and have some experience of working in cross-organisational consortia.

You will have proven experience of project management with demonstrable organisational skills. You enjoy the detail of delivery; planning, budget control and negotiation; with the ability to work within teams to align work plans and ensure delivery of excellent quality.

You enjoy the creative possibilities of bringing artists and audiences together and will have a flair for designing events and happenings that create extraordinary experiences.

You will have excellent verbal and written communications skills, using simple and compelling language to communicate complex ideas to people with varying knowledge of contemporary art.

As a manager you understand the importance of working across and within teams and you are committed to promoting collaboration both internally and externally. You will work strategically to deliver City of Ideas strategic plans and be keen to contribute constructively to their development.

The Appointment:

The role is available to start immediately.

We will consider appointing one person for the full contract or different people in each phase.

Joint appointments can be considered but the fee is finite and no additional sums are available.

Work will primarily be carried out from home but meeting space is available in partners venues and an on-site presence will be required throughout the delivery of the Weekenders.

To apply:

You will need to submit:

1. A CV detailing your employment history (no more than 1-2 pages)
2. A brief covering letter outlining:
 - the skills and experience you would bring to the role
 - whether you wish to apply for Phase 1, phase 2 or the whole project

3. Complete this anonymous [Equal Opportunities Monitoring](#) form*

Your CV and covering letter should be sent to Judith Harry, CE, Site Gallery via jobs@sitegallery.org.

Closing date for applications is Midday, Monday 21 February 2022.

Interviews will be: Monday 25 February, via Zoom.

At interview you will be asked to give a short overview of past projects you have worked on and to share your thoughts on how you would approach the first 4 weeks in the role to ensure you hit the ground running.

* we ask all applicants for paid and voluntary roles to complete this monitoring form so that we can better understand the reach and fairness of our recruitment process. Data is anonymous and not linked to your application form.