

Job Description



Job Title: **Creative Producer: Visual Art**

Team: **Made at HOME**

Responsible To: **Director and CEO**

www.homemcr.org

jobs@homemcr.org

HOME Programme Team

The Programme Team at HOME work together to develop art, artists and projects that benefit the local and national artistic ecology. The team develops programmes to engage new audiences with the arts, incubates and develops talent and generates exciting projects that add something new to the arts landscape.

Job Summary

This role will act as organisational lead for key creative projects including festivals and exhibitions, bringing together curatorial and artistic voices from inside and outside the organisation for maximum impact. This role will also work on other cross organisational projects as a member of teams.

The Creative Producer: Visual Art will act as lead producer for the core visual arts programme at HOME, including the exhibitions taking place in the Gallery spaces, ensuring HOME meets its artistic objectives as laid out in its Business Plan and delivers on its KPIs for visitors and the artists engaged. This role necessitates strong partnership working and collaboration both nationally and internationally.

Main Duties

Artistic Projects

- To work with the Director / CEO, Executive Director and Associate Artists to develop a cross-artform programme that achieves the mission and realises the vision for HOME.
- To act as lead producer on projects, or to form part of working groups, for cross-organisational projects – as directed by the Artistic Director/CEO or Executive Director.
- To develop an overarching curatorial narrative for the visual arts programme that supports delivery of our artistic and audience objectives which also speaks to other aspects of our programme.
- To create opportunities through which talent in our existing programmes can collaborate and experiment with each other, irrespective of their art form background.
- To identify diverse artists, curators and creative programme ideas that support the mission of HOME and grow and engage our audience and to support those curators and artists in the work with HOME.
- To manage the visual art project pipeline and work closely with the Head of Programme on programming and scheduling projects
- To establish strategic partnerships and implement focused projects to increase diversity within our existing programmes.
- To work with HOME's Engagement and Talent Development producers to build an integrated programme and work to reduce barriers to involvement.
- To produce exhibition programme and exhibitions as agreed with the Director and CEO, including co-productions and co-commissions – with support of other members of the Programming and Made at HOME teams.
- To manage negotiations and contract terms with artists and other relevant agencies/individuals in accordance with agreed budgets and parameters.
- To work with the Technical Director and technical team to ensure that all exhibitions are achieved within agreed parameters.
- To work with the Marketing and Communications team to ensure audience development objectives are met.

- To have a strong audience development focus to support HOME's ambitions to ensure our audience reflects our city.
- To support any touring or distribution of works.
- To work with the Head of Talent Development and Talent Development Producer: Visual Art to ensure that HOME is supporting the development of emerging artists.

Relationship management

- To build relationships with a range of programme partners, including artists, curators, cultural organisations, educational organisations, community groups and others.
- To build and maintain relationships with key stakeholders and funders.

Financial

- To manage programme budgets as agreed with the Executive Director.
- To work within HOME's agreed finance and accountancy procedures.
- To assist with HOME's fundraising activity, by identifying opportunities outside of the traditional routes of funding (e.g. R&D innovation funds, content providers, etc), and working with the Development team to draw up funding proposals.

Monitoring and evaluation

- To maintain monitoring and evaluation frameworks to ensure that the programme and its activities and events are properly recorded and evaluated.
- To ensure regular data collection and analysis to ensure the programme is on track to meet aims and objectives.
- To evaluate data and prepare material for written reports for HOME's Board and funders.

Other

- To perform all tasks in line with HOME's commitment to providing the widest audience access.
- To be an advocate and ambassador for the organisation.
- Implement GMAC policies, in particular those around diversity, environmental sustainability, carbon reduction, and access.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Director and CEO.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as required.

Person Specification

	Essential	Desirable
Experience	Programming contemporary visual art exhibitions	Touring contemporary visual art projects
	Producing contemporary visual art exhibitions and projects	Co-commissioning
	Curating contemporary visual art exhibitions and projects	Creating visual art programmes that diversify audiences
	Setting and managing budgets	
	Working with diverse midcareer artists and curators to develop, commission and realise contemporary visual art projects	

Essential**Desirable**

Creating programmes that develop audiences and increase engagement with artists

Mentoring and supporting the development of emerging curators

Leading and managing a team including freelancers in line with organisational objectives

Collaborative working within an organisation and with external partners

Writing funding applications and reporting to funders

Public speaking

Knowledge/Interests

Professional interest in, the UK contemporary visual arts scene

North West landscape for contemporary visual arts

Excellent understanding of and high-level commitment to equality and representation

Contemporary visual artists from South East Asia and or South East Asian cultural background

Contracting and commissioning contemporary visual artists and curators

Undertaken disability awareness training

Leading practice for interpretation and access of contemporary visual art exhibitions

Contemporary artist's film practice

	Essential	Desirable
Practical & Intellectual Skills	<p>Excellent organisational, scheduling and planning skills, including ability to prioritise sizeable workload and delegate tasks accordingly</p> <p>Strong IT skills</p> <p>Excellent skills for writing about contemporary visual art in clear and accessible terms</p> <p>Excellent communication skills – able to motivate a broad cross section of both internal and external partners, including arts professionals</p> <p>Commitment to quality and accuracy and an excellent eye for detail</p>	<p>Ability to deliver arts-based engagement or participation activity</p>
Disposition & Attitudes	<p>Motivated collaborator and self-starter able to work calmly under pressure to deadlines</p> <p>Demonstrable commitment to equality and diversity</p> <p>Desire to learn new skills, with an excellent eye for detail and a problem solving attitude</p> <p>Ability to embrace change in current processes and to continually improve own performance and that of the team</p>	

Essential**Desirable**

Personal Circumstances

Willingness to work unsociable hours, including evenings and weekends when required

Closing date

29th November 2021 at 12noon

Interview date

9th December

Salary

£37,137 per annum

Contract

Permanent Full Time

Hours of work

40 hours per week including lunch breaks

Holidays

25 days initially rising to 30 days after 5 year's service plus bank holidays



