

Background

Culture Creative [CCL] produce predominately site-specific work for arts, cultural, and outdoor events. We operate worldwide, and deliver a wide range of events from winter festival illuminated experiences working with Sony Music, to music events, street theatre and many other things in between. We are expanding at a significant rate and looking for a highly motivated Projects Producer to work within our Creative Team on a variety of existing projects and on the development of creative ideas.

**Role Details:**

The Projects Producer will be part of a wider creative programming team looking at the creative elements and delivery of content elements of events for CCL.

Our Project Producer makes things happen; they are part of the team that provide the creative vision and then project manage operational delivery of content that creates our events. Orchestrating ideas, resources, people and participants they turn ideas into reality.

They will be a key part of the team for:

- Creating content for our events
- Developing new creative ideas
- Project managing existing and newly developed plans
- Delivering the best audience experiences
- Programme development.
- Developing audience participation elements

This is a full-time salaried post with flexible working arrangements that can be based in our Northumberland office, home or hybrid working will also be considered.

The salary offered for this role is circa £30,000, depending on experience.

Candidate Profile:

The ideal candidate will have experience of development of content and new ideas for cultural projects. They will have a good understanding and knowledge of the events sector and the creation of content for both the arts sector and commercial entertainments sector. They will have experience of managing multiple projects simultaneously.

Ideally they will:

- Have experience of successfully programming cultural or entertainment events
- Be an 'audience first' person who understands what it takes to make exceptional events and cultural projects happen

Personality Profile:

Culture Creative operates worldwide. We have a small core team of permanent staff and employ a large number of contractors and freelancers each year to deliver our projects. Despite being from a variety of backgrounds and cultures, with different levels of experience, seniorities and personalities, we expect everyone in Culture Creative to have one thing in common: that they are deeply passionate about what they do.

In addition, they need to be:

- A key player in an organisation with a strong team culture
- Able to work with associate freelancers in multiple locations

Culture Creative

Projects Producer

- An excellent communicator who can work alongside external partners and internal business teams
- A natural motivator
- Able to work within multiple venue projects simultaneously
- A person who thrives in a challenging, fast-paced and high-pressure environment

Key Deliverables for Projects Producer:

- Contribute to the development of new events and projects alongside clients and venues
- Assist with the implementation of existing and newly developed plans
- Create content for multiple events and projects in a variety of medium including engagement and participation
- Work alongside artists, freelancers and other stakeholders in the delivery of our events
- Research new work and creative ideas
- Be aware of market trends and opportunities
- Produce high quality programmes, driven by new and exciting content as well as key themes/trends in the industry
 - creating new work
 - working with artists
 - reprogramming or repurposing existing work
- Focus on delivering a quality experience for all audiences at our events
- Ensure on-time delivery of event content and information for key marketing milestones, associated digital, and physical marketing campaigns
- Create new, interactive features and formats that add considerable value to events
- Provide creative input and production support in the delivery of new content
 - Work with the Senior Content Producer regarding content management
 - Provide details to assist with contracting all of the content presented
 - Support the financial management aspects of content development and delivery
 - Liaise with technical production both at core and site level
 - Ensure content plans are communicated across all teams
- Understand and manage all creative budgets for projects managed and work with the Senior Content Producer to manage content within these boundaries
- Assist in improving standards of content management
- Maintain other key relationships, including but not limited to; venue partners, artists and creative practitioners.
- Be part of a team of producers developing work world-wide, understanding how touring work can be used internationally.

Skills Required:

The Projects Producer requires a wide range of abilities including:

- Strong written and verbal communication skills
- Experience of working in multiples creative disciplines
- An understanding of creative processes
- An appreciation and understanding of technical processes
- A proven track record in cultural programming
- The ability to contribute to a team delivering high quality and consistent work in multiple projects experiences simultaneously
- A pro-active approach to new creative opportunities
- Industry experience
- An enthusiastic approach to liaising with all internal and external stakeholders
- The post-holder will be expected to travel and have their own transport

How to Apply

If you are interested in applying for this new role, please submit an up-to-date CV and covering letter of no more than two sides of A4 outlining why you would like to work with us, and demonstrating how your skills and experience meet the requirements of the role.

Please include details of your notice period in your application and any access requirements you have in order to attend an online interview. Please email your application to jobs@culturecreative.co.uk by **9-00am on Friday 6th December** with the job title in the subject line. Interviews will be held on **Thursday 12th December**.

