

THE CALL OUT

Bradford Producing Hub (BPH) is seeking to a Creative Producer (on retainer) to support artists in delivering projects funded by BPH.

For this phase of the project, the Creative Producer will be particularly focussed on supporting the process of Stage 2 applications to 'Make Work', and supporting the successful grantees projects through to delivery. The Creative Producer is primarily a supporting and advisory role for artists. It is not intended that they will be the hands-on producer for the creative projects, however some projects will require more practical support.

'On retainer' means that we will pay a fee for a fixed number of days across a 9-month period, enabling the Creative Producer to respond to the demands of the projects their natural peaks and flows, and to enable the BPH team to confidently call on the Creative Producer to provide additional support and input when needed.

Who are we looking for? The Creative Producer will have a strong record of producing live performance in a variety of different sizes, scales and artforms.

We will preference people with a connection to Bradford, but it is not essential for the candidate to be based in the District; however, they will ideally live within reasonable commuting distance. The role will initially be offered on a freelance contract, around 1.5 days per week.

What is the fee?

£200 per day, 48 days in total: £9,600

Expenses: The fee includes travel to/from Bradford city centre. Other travel and project expenses will be paid in agreement with the Project Director.

This is a freelance engagement and the Creative Producer will be responsible for payment of their own tax and national insurance payments.

Interested?

Read the Job Description and further information.

Still have questions? Contact Lisa Mallaghan, Project Director, to arrange a phone chat, Zoom or Skype lisam@bdproducinghub.co.uk

HOW TO APPLY

We are happy to receive applications:

- Written (please keep to a maximum of 2 pages of A4, plus a CV)
- Video (No more than 5 mins – a talking head recorded on a smartphone camera is fine)
- Audio (as above)

You are welcome to send further information, up to 4 examples of your work. This could be images, reviews, links to video trailers, audience feedback, or anything that demonstrates you and your practice.

We encourage applications from people who identify from backgrounds and experiences currently underrepresented in the arts (including, but not limited to: Black, Asian, Minority Ethnic, people with a disability or life limiting condition, working class, LGBTQ+).

Please send your completed application to Lisa Mallaghan by email: lisam@bdproducinghub.co.uk

Deadline: 10 July, 5pm

Job Description

Role	Creative Producer (on retainer)
Type	Freelance contract
Length	9-month contract (with possible extension). Approx. 1.5-days per week, flexible.
Rate	£200 per day, 48 days. Responsible for payment of own tax and national insurance.
Reporting to:	The Project Director

Core Purpose

The Creative Producer will be instrumental in supporting artists to make their best work and make the most of the opportunities from the first round of Make Work, our live performance grants programme (see www.bdproducinghub.co.uk/make-work for information). Firstly, making sure that projects are viable, and then working with all partners and stakeholders to support successful delivery.

You will be passionate about live performance, with extensive experience of producing work for a range of settings and disciplines (e.g. theatre, dance/movement, spoken word, music, varied scales, indoor, outdoor), and work that sits in between - blurring forms and defying definitions.

You will have a demonstrable practice of artist-led processes and ways of working, balancing a practical approach to efficient project management with a commitment to taking risks and encouraging new approaches to achieving amazing performance. You should be excited to support artists from all stages of their career to develop, tell new stories, celebrate diversity, and consider access in all its forms; and finding new ways for audiences to be appropriately considered and actively engaged at every part of the process.

Key Tasks

- **Supporting development of Stage 2 applications**
Working with artists and creative teams successful in their Stage 1 application, to support them to further develop the vision and detail of their proposal, including detailed consideration of creative rigour, diversity, audience development, project planning and viability.
- **Enabling risk taking and innovation**
Being a source of inspiration and a critical friend to successful Make Work artists to enable them to embrace risk, be bold and push boundaries with their vision, at the same time as meeting the agreed outcomes of their project.
- **Wrap around support**
Make Work offers a range of wrap-around support for successful projects, including access to additional funds, specialist support and mentoring. The Creative Producer will ensure appropriate and agreed wrap around support is in place and meeting the project needs, in order to provide everyone with the best chance of success.
- **Project planning and delivery**
Whilst it is not expected that the Creative Producer will be the hands-on producer for Make Work projects, they will take the lead to ensure that artists and creative teams have robust and viable project plans for every part of their project through to its presentation in Bradford.
- **Working with project partners**

The Creative Producer will take the lead on securing locations, dates, support and facilities with partners and presenting locations in the City that respond to the requirements of the Make Work projects. This could include theatres, outdoor spaces, unusual spaces and community venues.

• **Audience Engagement and Development**

Working with BPH team and Make Work artists and creative teams to support them to develop audience plans that consider co-creation, participation, digital engagement and attendance – making sure audiences are actively considered in every part of the process. They will also supervise the delivery and appropriate resourcing of these plans.

• **Pursuing a further life for the works created**

BPH is keen that work we support may also benefit audiences further afield following its presentation in Bradford – the Creative Producer will support the Make Work artists to develop plans and creative teams to then pursue partnerships and opportunities to realise this. The delivery of further engagements and opportunities is not included in this agreement.

• **Doing things differently and evaluation**

BPH is a pilot project to explore new ways of working and doing things differently – the Creative Producer will help hold to account the project and Make Work artists to test and innovate. They will help ensure useful monitoring and evaluation data is gathered to help us continue to try new things and share our learning with the sector

Other duties: The Creative Producer will also be expected to:

- Work within approved budgets and maintain appropriate records
- Participate in planning, reflection and evaluation
- Provide ad hoc support to other areas of BPH programme
- Undertake any other duties as reasonably requested by the Project Director or the consortium

Skills & Experience

Essential	Desirable
Skills / experience	
<ul style="list-style-type: none"> • Producing professional work for a minimum of 5 years in a range of artforms and scales • Producing work with multiple stakeholders and commissioners • Proven project management processes • Detailed knowledge of marketing and audience development • Understanding of UK arts ecology • Partnership development and booking tours • Experience of co-creation and socially engaged practice • Understanding of Arts Council funding streams and priorities • Delivering evaluation and monitoring processes 	<ul style="list-style-type: none"> • Creating work in Bradford • Existing network of contacts in Bradford • Creating multi artform / cross disciplinary work • Supporting talent development, placements and/or assistant producers • Reporting processes for multi partner projects • Action research processes
Attitude / understanding	

**BRADFORD PRODUCING HUB
CREATIVE PRODUCER (ON RETAINER) - RECRUITMENT**

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| <ul style="list-style-type: none">• Creative thinking and vision• Supporting and respecting artists as lead• Commitment to access and inclusion• An understanding of the barriers and challenges artists experience in the current systems and ways of working• Great with people, and able to work with multiple partners as well as self-motivated• Passion for new work and live performance | <ul style="list-style-type: none">• Creating place-based work and work with local communities• Working with and advocating for artists traditionally underrepresented in arts and culture |
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