

## **RECRUITMENT CALL OUT: FREELANCE CREATIVE INSTIGATOR**

Bradford Producing Hub (BPH) is seeking a freelance Creative Instigator to help drive forward the BPH vision, create strong connections with the live arts sector and help to develop new ways of working.

- Fee:** £170 per day to include travel to/from Bradford city centre (other travel and expenses will be paid in agreement with the Project Director)
- Days:** 2-days per week, flexible, to be agreed alongside your other (freelance) commitments
- Period:** ASAP to end October 2023
- Terms:** Freelance contract, the Creative Instigator will be responsible for payment of their own tax and national insurance contributions.

**Location:** BPH has an office in Bradford city centre. We would prefer you to work from the office at least once a week for meetings, etc. You will also often be 'out and about' around Bradford District, meeting with artists and creatives in arts spaces and cafes.

### **About the Role**

You will be an important part of a small, friendly and passionate team made up of PAYE staff and freelancers led by BPH's Project Director – who shape and deliver the BPH programme together. The new Creative Instigator will work closely with our existing team of Instigators – Creative Instigator Kirsty Taylor and Music Instigator Sinead Campbell.

We are a needs-led project, so all our activity is in direct response to the ideas, experiences and needs of artists and creatives in Bradford. This means we are always listening, ever-evolving and often making things happen quickly. The Creative Instigator roles are at the centre of how we do this.

Ideal for artists or arts practitioners, living or working in Bradford, from any live performance discipline (actor, dancer, musician, etc) or area of practice (producer, director, technician, writer etc): Whatever your practice, you will bring your skills and experience to the role. You will have a commitment to collaborative practice and a tendency for disrupting the status quo. You will know how to turn ideas into actions and projects – designing training, events, and creative activities that directly respond to the needs you're hearing. Most importantly, you will have a generous, outward looking approach – wanting to share your knowledge and skills, and passionate about supporting other people to develop.

**Access:** We will support any needs you may have in order to enable you to undertake this role, this may be in relation to disability, mental health, caring responsibilities, faith, etc.

### **To Apply:**

If you are interested in applying, please read the job description and email your application 'letter' (written, audio or video formats all welcome) outlining your relevant experience, plus your CV, to:

[hello@bdproducinghub.co.uk](mailto:hello@bdproducinghub.co.uk) **by Friday 13th May at 5pm.**

Please put 'Creative Instigator Application' as the email subject.

We encourage applications from people who identify from backgrounds and experiences currently underrepresented in the arts (including, but not limited to: people from ethnically diverse and global majority communities, people with a disability or life limiting condition, working class, LGBTQIA+)

### **Job Description**

#### **Core Purpose**

Bradford Producing Hub puts artists and creatives at the centre of all our activities, vision and decision-making. We want to ensure we are in constant dialogue with the sector and understand the challenges and trends artists in Bradford are experiencing. We respond accordingly and quickly, to create and signpost people to new opportunities.

Creative Instigators bring their passion, ambition and creativity to help set the priorities of BPH and ensure we transform opportunities for making live performance in Bradford. They are passionate about our city and well-connected in the sector. They understand the reality of being an independent artist/unfunded company and are keen to find ways to better support everyone making live performance here.

With a high degree of autonomy, independent working, and responsiveness to opportunities – the role is defined by your practice and led and delivered in a way that only you could. You will be excited about collaborating with artists, communities, influencers and community organisers to find creative ways to make sure everyone's voice is heard and everyone's talent is supported. At the same time, you will be an advisor and critical friend to the Consortium and project team; helping us make sure we seize every opportunity to innovate, affect change and do not fall back on the usual ways of doing things.

The Creative Instigators are integral to the BPH team, reporting to the Project Director, and supported by Admin & Finance Officer, Marketing Manager and Programmes Coordinator.

#### **Key Tasks**

The responsibilities of each Creative Instigator are broad and varied – passion, knowledge, creativity, and care of artists in Bradford is central to achieving significant change, and the Creative Instigators help us harness this.

This first phase of BPH involved a significant programme of consultation with artists, audiences, communities and stakeholders which laid the foundations for delivering a project that responds directly to the needs identified. The new Creative Instigator will both continue and bring a fresh approach to this process; proactively seeking out and making connections with a broad range of people to devise and undertake creative interventions, workshops and conversations that will directly impact people's careers, connections and creativity in Bradford.

- **Talent Development:**  
Actively developing meaningful dialogue with aspiring and practicing artists in Bradford to gain a real depth of understanding around ambition, development needs, and gaps in provision, and co-designing ways to meet those needs through training programmes, events and other activity.
- **Connecting**  
Connecting to BPH and connecting to each other the breadth of artists and creative organisations making work in Bradford; helping to develop new collaborations, share resources and pursue opportunities together; continual signposting to opportunities and programmes.
- **Creative Opportunities:**  
Devise and deliver opportunities such as our 'Play Days', to provide the space and resources for groups of artists to come together to share process, experiment together and develop new collaborations without the pressure or expectation of any kind of output.

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- **Support and advice:**  
Providing a supportive, thoughtful, peer support channel; being a safe place for people to share concerns and difficulties; utilising your experience to help artists pursue opportunities and develop their careers.
- **Creative Evaluation, Documentation and Sharing:**  
Working with the team to embed accessible creative evaluation and documentation throughout this final period: tracking impacts and reach, success stories, developing case studies, and other findings.

### **Other duties**

The Creative Instigators will also be expected to:

- Work within approved budgets and maintain appropriate records
- Participate in planning, reflection and evaluation
- Undertake any other duties as reasonably requested by the Project Director or the consortium

## **Skills & Experience**

Essential	Desirable
<b>Skills / experience</b> <ul style="list-style-type: none"><li>• Working professionally in live arts for at least 3 years</li><li>• Existing network of contacts in Bradford</li><li>• Devising and developing high quality creative projects</li><li>• Experience of co-creation and socially engaged practice</li><li>• Skilled in workshop delivery and creative facilitation</li><li>• Involvement in planning and evaluation processes</li></ul>	<ul style="list-style-type: none"><li>• Creating work in Bradford</li><li>• Understanding of Arts Council funding streams and priorities</li><li>• Knowledge of marketing and audience development</li><li>• Working on multi partner projects</li><li>• Delivering creative research</li><li>• Fundraising experience</li></ul>
<b>Attitude / understanding</b> <ul style="list-style-type: none"><li>• Commitment to access and inclusion</li><li>• An understanding of the barriers and challenges artists experience in the current systems and ways of working</li><li>• Great with people, and a confident communicator, approachable, welcoming and open</li><li>• Able to work with multiple partners as well as self-motivated</li><li>• Passion for new work and live performance</li><li>• Generosity of sharing skills and experience</li><li>• Demonstrable commitment to Equality, Diversity and Inclusion</li></ul>	<ul style="list-style-type: none"><li>• Creating place-based work and work with local communities</li><li>• Understanding of various arts business models (freelance, small org, NPO etc)</li></ul>