



VACANCY NOTICE

"The Albany has reinvented the arts centre model with its bold, experimental programme"
Time Out

Creative Producer, London Borough of Culture

Responsible to: Associate Director/Administrative Producer

Contract: Freelance, Fixed-term: September 2021 – February 2022

Rate of pay: £170 per day – approx.

Hours: 3 days per week (some evening and weekend work may be required)

Location: Working from home, with meetings and visits across Lewisham/London

Key working relationships: the Albany, Lewisham Borough Council, Artists,
Production Team

Purpose of Role

In 2022, Lewisham will be the Mayor of London's Borough of Culture (BoC). The Albany – as a Delivery Partner for the programme – is seeking a Creative Producer to support the development of a number of key arts, heritage and community projects to realise in 2022.

About the Albany

Based in the heart of Deptford, the Albany is a performing arts centre that exists to inspire, develop and support creativity in South East London. With year-round activities and events including award-winning programmes for young creatives and adults over 60, music, theatre, spoken word and family performance, the Albany is led by the talent and imagination of its local community.

About London Borough of Culture 2022

Lewisham's Borough of Culture programme, CULTURAL ACTIVISM, aims to harness the passion and creativity of the cultural sector - and the people of Lewisham - to stimulate and deliver lasting change.

Our cultural manifesto reflects issues that matter:

- We will protect this place we love – a call to action on climate change
- We are strengthened by our diversity – a celebration of our borough of sanctuary
- We will be happy here – a commitment to building an inclusive society
- We are Lewisham – working together to deliver change.

We will embed artists within public services charged with leading change to open up new ideas, stimulate debate and deliver creative solutions. We will invite artists to bring international perspectives. We will use our strength in participatory and community arts practice to engage all our residents and hear the voices of our most marginalised communities. We will challenge the status quo, develop pioneering new approaches, share our learning and inspire other boroughs, in London, the UK and internationally.

London Borough of Culture is an award given by the Mayor of London that puts culture at the heart of local communities. Waltham Forest was the inaugural Borough of Culture in 2019, followed by Brent in 2020. Lewisham initially won the Bid to be Borough of Culture 2021, but this was moved to 2022 in response to Covid-19.

In 2022, a year-long cultural programme will be jointly led by Lewisham Council and the Albany which will celebrate all of our neighbourhoods, our communities and our stories.

With a call to action on the climate emergency and a celebration of our diverse communities, the programme will put critical issues at its heart, amplifying voices and harnessing Lewisham's rich history of activism through music, dance, public art, storytelling and more.

The programme will be launched in November 2021 (date tbc). Day One of the programme will be 28 January 2022, and the programme will run throughout 2022, with a closing event in December.

What we are looking for

We are looking for a highly committed and experienced individual who can join us at this critical and exciting time ahead of Borough of Culture 2022. This role will support the development of new work through both commissions and open calls which will form part of our core activity. The role will oversee and shape the creative development of new work together with our Associate Directors and creative teams. This work may include co-created workshops in community settings, digital interactive activity, indoor and outdoor performance, and interactive installations. Our plans to create this new work are still forming, so we'll consider talents, interests and personal development objectives to shape the role, and build a balanced and dynamic team.

Freelance Creative Producer - Role Profile

The role will have operational concern for:

- Creative Concept Development
- Creative Producing

Producing/Projects:

- To take a lead on delivery of specific projects and commissions – ensuring all activities are scheduled and planned effectively and with appropriate resources
- To support the commissioning process across a number of key projects – providing creative and logistical input into the process
- Negotiate commission, fees, rights and royalties within agreed budgets
- Events: Manage specific events as required.

Partnerships:

- Support the development of project partnerships – building and supporting ongoing relationships with local partners, communities, partners, promoters, vendors and venues
- Establish and maintain effective relationships between the Albany and LBOC and its teams, community partners, networks, companies and artists.

Communications/Marketing/Audiences:

- Contribute to development of the audience development strategy for specific projects and developing targeted, key audiences
- Participate in setting/delivery of the communications strategy for specific projects
- Lead on organising marketing assets for specific projects
- Ensure evaluation processes are delivered in connection to each project/programme to meet the Albany, LBOC and funder requirements.

Financial/Operational Management:

- To manage budgets for projects – aligned with the systems and processes at the Albany.

General

- Participate in strategy and decision-making including implementing and reviewing the delivery of LBOC activities
- Advocate for the Albany and LBOC in all areas of work, public platforms and professional arenas and network on behalf of the Albany and LBOC
- Actively engaging in the programme's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, inclusion, sustainability, health and safety, safeguarding, evaluation and monitoring.

Future flexibility

As this project is currently under development, this role will be required to show a flexible approach to working within our team – which may involve revisions around roles and specific responsibilities.

Person Specification

About You

You are passionate about culture and its role in contemporary life and might be looking for a new challenge in working on an ambitious large-scale programme. You'll be confident about connecting with a range of stakeholders and creative teams. You'll know how to develop a project using practical tools and systems – and work with others to define project plans and budgets. You'll know how to work at pace – and remain calm and focussed too.

Desirable skills

- Significant experience as a Creative Producer or similar role in broadcast, theatre or large-scale public projects
- Strong working knowledge of commissioning new work – in partnership with a range of partners, stakeholders, supporting artists and creatives in breakthrough moments
- Excellent people skills including managing a range of production, creative and technical teams
- Proven experience of managing the delivery of ambitious projects on time and on budget, with a strong commitment to sustainability
- Extensive experience of developing community engagement projects.

Personal Attributes

- A confident and highly organised working approach to planning and delivery
- A strong communicator, and able to communicate across different sectors and stakeholders
- A strong commitment to equality, diversity and inclusion across both operational and creative processes
- A strong commitment to sustainability and understanding of climate change agendas.

How to Apply

If you think you are a good fit for the role, please send us:

A letter of no more than two sides or one 3-minute maximum audio only or audio-visual recording* explaining why you are a good fit for the role and how you would approach the responsibilities – *you can record this on a phone or similar device.*

A current CV or one 3-minute maximum audio only or audio-visual recording* telling us about your work experience to date – *this should give us a sense of how your previous experience makes you a good fit for this role.*

The names and contact details for two referees including one from a current or prior employer – *if you do not have a recent employer, please give us a referee who can offer to give an independent assessment of your skills.*

A completed Equal Opportunities Monitoring Form. This is found on [this page](#) in the downloads section. You do not have to complete this form, but it would really help us if you do - *we use the information it contains to report back to our funders (as we are required to do). Its most important purpose though is to try and ensure that our commitment to equality and diversity actually works in practice. The information you give us here will be used without your name attached, and will not be passed on to anyone. It is used only for statistical monitoring.*

Responses (written or recorded) should be submitted via email to vacancies@thealbany.org.uk by 9am on Friday 10 September.

**For emailing large files such as a video recording, please use We Transfer or Hightail.*

Shortlisted candidates will be notified on and no later than the end of the working day (6pm) Monday 13 September. Interviews for shortlisted candidates will be held by video-call w/c 13 September (Wednesday 15 and Thursday 16 September). Please inform us if you require any additional support for the video-call interview if selected.

Privacy

The information you supply on the application form will be kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process.

Feel free to contact us if you require further assistance or the application pack in a different format.

Our Hiring Policy

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of audiences and artists we welcome into our venues every day. We are keen to hear from a diverse range of candidates from all backgrounds *drawing on different perspectives, experience and knowledge.* We particularly want to encourage people

who have lived experience of the Black and ethnically diverse communities we serve. The Albany will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the person specification.