



CREATIVE LEARNING & ENGAGEMENT PRODUCER

NOTES FROM TOWN HALL Q&A

Can You Give Us An Idea Of The Perfect Candidate?

There isn't one! This role is very wide-ranging – spanning creative learning, literary administration and audience development and communications – so we don't expect any single applicant to have a skillset incorporating everything. We are open to appointing someone with relevant experience in some of these areas and a willingness to learn the rest. That said, it's worth bearing in mind that this role is about leading various creative learning and literary projects. This means that, above all, we want someone with proven producing/project management experience in a relevant arts or participation field i.e. someone who can organise and deliver under time pressure, manage budgets, lead teams, and monitor and evaluate impact.

We'd also really value some knowledge of safeguarding and working with young people. They're not essential, as we can provide training, but would strengthen an application. Experience working with partners and instigating and building new partnerships is also advantageous, especially in a cultural or educational context.

Other relevant skills include literary management or experience working with writers, knowledge of social media marketing, fundraising or strategic planning. But none of these is absolutely definitive on its own.

We will score each of the skills listed in the candidate profile of the job description when assessing applications. If you can demonstrate some or all of these, you stand a good chance of being invited to interview.

Does The Remote Working Model Extend To All Areas Of The UK?

Yes! Our activity is centred on England, due to funding, though we do sometimes work in Scotland, Wales or Northern Ireland as well. Provided a candidate is happy to travel occasionally to (different areas of) England, they can be based anywhere in the UK.

You Mention That Jobsharing May Be Possible. Do You Have A Model In Mind?

Should we decide to appoint two people who requested to job share, we will work out the model based on their specific skills and needs. It may be that, if one person is particularly interested in creative learning and the other has a focus on audience development, we allocate different aspects of the role to each of them. Or they might work across everything and we would design a shared structure to make that possible. We have a fair degree of flexibility.

Does This Job Include Facilitating Workshops?

No. It is an administrative producing role. Face-to-face delivery of creative learning or talent development programmes is done by other members of the staff team or freelancers.

Is The Salary Fixed?

Yes. Papatango believes in transparency; we set out the terms of all opportunities or jobs and stick to them. We consider recruiting based on a salary range to be unfair; if we hire someone, we believe they can do the job and should be paid what that job is worth, not asked to negotiate. We have settled on this salary after a thorough benchmarking exercise and believe it is towards the more generous end of the spectrum for administrative producing roles (especially in the context of a small organisation without core funding).