



Senior Producer
Application

Soul City Arts | **Serious about change**

www.soulcityarts.com



Senior Producer Application

- Role:** Senior Producer
- Base:** Birmingham office with some remote working in Birmingham*
- Reporting to:** Artistic Director
- Contact Type:** Full time, permanent contract of employment
- Salary:** £40,000 gross per annum (based on full time working)
- Timescales:** To commence from September 2024 (or sooner if available),

* This role requires the individual to be based in Birmingham in order to be able to support delivery of events taking place in the city, specifically in Sparkbrook and Kings Heath. It may also include support in other cities in the UK.

Senior Producer Application

This role will be based at Port Hope in Sparkbrook, Birmingham. Soul City Arts embraces hybrid working policy by agreement with your line manager. As an operational venue there is an expectation for all roles to have a strong presence within the venue regularly.

The post-holder will report to the Artistic Director. There are currently no direct line management responsibilities in this role. This role will work with the Executive Director as well as the operations manager, production manager and Studio Assistant roles.



Exhibition space at our Port Hope warehouse space

About Soul City Arts

Soul City Arts (SCA) is an arts organisation committed to developing creative programmes with a vision of 'connecting communities and transforming society through creativity'. The organisation is founded and led by artist and curator Mohammed Ali MBE, who has built a strong team over the past two decades. We create events and programmes that explore commonalities and shared narratives of people across all faiths and those of differing perspectives. We seek to build hope, pride and confidence within communities enabling them to celebrate themselves and their narratives. We like to help tell the stories of everyday people in extraordinary form.

Soul City Arts is based at a former industrial warehouse in Sparkbrook, Birmingham, which we have named 'Port Hope'. We have transformed the space into a creative oasis in the middle of inner-city Birmingham. Whilst we have delivered programmes across the UK and around the globe, we are proud to be embedded in the community and remain committed to delivering locally. Following our recent success in becoming an Arts Council England National Portfolio Organisation, this is the perfect time to join the team as we continue to build our team, offer, and reach.



The Role

Soul City Arts seeks to employ an experienced Senior Producer, reporting to the Artistic Director. The Senior Producer will support SCA's Artistic Director in the effective delivery of all SCA activity, from planning to delivery review, whilst providing effective event support. You will supervise and manage a small team.

As Senior Producer you will work collaboratively with creative organisations and practitioners; be skilled at building relationships with speed and credibility with people at all levels, cultivating strong relationships with UK, international partners and venues alongside developing new partnerships. You will also support the Artistic Director to oversee and manage events and projects.

You will be a creative, collaborative and ideas driven individual, confident in managing people and multiple priorities, with extensive experience of producing complex productions with a range of partners.

Responsibilities

Working with the Artistic Director you will:

- Identify artistic opportunities that further SCA artistic ambitions, nationally, internationally and digitally by developing partnerships and prospecting leads
- Work with the wider SCA freelance team (production manager, tech etc) to deliver diverse commissions, programme strands and ideas across multiple interdisciplinary artforms.
- In collaboration with the Artistic Director establish new relationships with potential partners and companies, programmers and producers, nationally and internationally.
- Identify the best way to develop each project, and be the first point of contact for events and projects that are taking place locally.
- Ensure artists SCA is working with are supported, communicated with, and managed to ensure the best possible experience.
- Manage event/project budgets liaising with the Executive Director providing regular and accurate updates.
- Manage and champion representation, accessibility and inclusion across the Producing Process including setting frameworks for accountability and monitoring.
- Ensure effective internal production communication between the SCA team, artists, production partners and staff
- Ensure projects are delivered on time and on budget
- Work with the SCA team to collect data for Arts Council England and other funders
- Lead on projects that include community engagement and meet with the local community champions and figures to profile build and develop relationships, including schools and our work within schools
- Represent the company at cultural, city council and Arts Council meetings as required locally and nationally
- Work with partner venues to ensure all spaces for projects, including workshops, rehearsals and technical support are booked
- Work with the Production manager for site specific delivery to ensure the technical and production requirements for the artists are met.
- Liaise with the artists to understand who is attending, what their production and technical requirements are and liaise with venues and SCA staff with regards to implementing this.
- Liaise and work with the operations manager with regards to contracting of artists, freelance staff and access to Port Hope.
- Advance planning of production schedules in conjunction with the Operations Manger and Studio Assistant to ensure that events can be set up in good time.
- Other producing responsibilities as required

All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes. This list of responsibilities is not exhaustive and team members will sometimes be required to perform duties outside of this as operationally required especially during production periods.



Person Specification

- Demonstrated achievement of results in proactive partnership, stakeholder and business development
- Previous responsibility for contracting and financial oversight
- Experience of financial monitoring
- Experience of managing projects and large-scale events
- Working knowledge and understanding of operational delivery linked to projects and programmes, including the development of systems, policies and procedures and ensuring compliance
- Experience of monitoring, evaluation and reporting, including to funders and Trustees, and specifically liaising with, and reporting to Arts Council England
- Excellent organisation and leadership skills, with the ability to balance and prioritise a diverse workload,
- Be competent across IT and software, including a strong working knowledge of Microsoft Office and willingness to learn other software programmes and digital tools quickly as needed (Arts Council England interfaces)
- Demonstrable interest in community engagement, representation and inclusion
- Be an effective communicator, able to build and maintain relationships with colleagues, agencies and partners
- Have a can-do attitude to working in small and busy team structure, with experience of working on
- multiple work strands with competing demands with people from all walks of life
- To be based in, or able to move within commuting distance of Birmingham
- A personal and professional interest in arts, culture and heritage
- Familiarity with and appreciation of diverse cultures and faith in all its forms
- Understanding and appreciation of the brand, vision and values of SCA – set out in outline here
- Experience of managing staff and personnel procedures
- Flexibility and an ability to self-manage and self-motivate



Outdoor screenings in Birmingham City Centre

Timetable

Advertised:	June 2024
Deadline:	17 July 2024
Interviews:	TBC
Roles Commencement:	From September 2024 (or sooner if available)

Interviews will be guaranteed for all candidates meeting the basic criteria linked to the person specification.

All are welcome. SCA aims to reflect all of the city of Birmingham's communities in our workforce and in particular those from a diverse background. If you believe that you meet the minimum requirements of the role, you are warmly encouraged to apply. In addition, SCA is committed to meeting your access, inclusion, and support needs. Please share with us any access and support needs and reasonable adjustments that will support you during this process and we will work with you to ensure that your support needs are met.

All are welcome. SCA aims to reflect all of the city of Birmingham's communities in our workforce and in particular those from a diverse background. If you believe that you meet the minimum requirements of the role, you are warmly encouraged to apply. In addition, SCA is committed to meeting your access, inclusion, and support needs. Please share with us any access and support needs and reasonable adjustments that will support you during this process and we will work with you to ensure that your support needs are met.



Terms & Conditions

- This is a permanent post, the salary is paid monthly in arrears
- The post is working 37.5 hours per week (excluding 30 minute/1-hour lunch per day),
- Generally work Monday to Friday with frequent evening and weekend work to attend shows and events. Flexible working will be agreed. If asked to work additional hours at the weekend, Time Off in Lieu will be given – to be approved in advance with the Line Manager
- Holiday entitlement is 33 days per annum for full time employees, including public holidays. Holidays subject to written approval.
- Main place of work is Port Hope company base (currently under development), with frequent attendance at meetings and activity offsite. There is the option for occasional homeworking, when approved
- There is a probation period of three months during which time the notice period is one week for employee and employer; on confirmation of appointment the notice period is two months
- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with SCA does not come into force until the first day of work



'Nomad' an art installation at the University of Birmingham



Join Soul City Arts

If you believe in the power of art to change





www.soulcityarts.com