SOUL CITY arts



Senior Producer

Programme, Production & Audiences

Recruitment Pack

www.soulcityarts.com

ARTS COUNCIL ENGLAND

Supported using public funding by
ARTS COUNCIL ENGLAND



Soul City Arts (SCA) is a Birmingham-based arts organisation using the power of creativity to bring people together, amplify underrepresented voices and create encounters across culture, faith and identity.

Rooted in Sparkbrook and working from Port Hope, our reclaimed warehouse arts space, SCA creates bold, socially engaged work that combines artistic ambition with lived experience, dialogue and community connection.

Our work spans immersive performance, visual arts, public art and creative place-making, festivals, artist development and collaboration. We create spaces in which difficult questions can be explored, different perspectives can meet and communities can see their stories represented through ambitious artistic practice.

Our work is deeply rooted in Birmingham but our reach and ambition extend nationally and internationally. We believe that art can do more than entertain: it can build confidence and pride, challenge assumptions, open dialogue, connect communities and change who gets to participate in – and lead – our cultural life. Founded by artist and curator Mohammed Ali MBE, Soul City Arts has developed a distinctive artistic identity at the intersection of art, faith, identity, place and social change.

As an Arts Council England National Portfolio Organisation, we are now entering an important next chapter – strengthening the leadership, partnerships, resources and organisational resilience required to match the scale of our artistic ambition.

Our Ambition for the Next Chapter

Soul City Arts is a diverse organisation committed to increasing the visibility, participation and leadership of underrepresented artists, audiences and communities.

Through artist-led, evidence-informed programmes spanning artistic production, creative placemaking, talent development and cross-sector collaboration, SCA will create opportunities for people from different cultures, faiths and backgrounds to encounter one another, share experiences and build greater understanding.

By challenging divisions and creating spaces for connection, dialogue and participation, SCA aims to contribute to stronger communities and generate lasting social, cultural and economic benefit in the Midlands, across the UK and internationally.





Bringing SCA's Programme to Life

SCA's programme brings together a number of connected strands of activity:

- Developing new work – taking ideas through research, development and towards production.

- Touring and distribution – unlocking the touring potential of SCA's existing work, including Sleepers and Epic Graffiti, and developing opportunities for projects to reach new audiences and partners across the UK and internationally.

- Developing creative talent – supporting artists and emerging talent through initiatives such as the SCA Academy, residencies, mentoring and development opportunities.

- Engaging communities and audiences – creating ambitious work rooted in place and participation, from SCA's signature Ramadan Streets programme to Reimagine Sparkbrook and its creative placemaking work.

- Leading sector dialogue – using SCA's artistic practice to open up wider conversations around culture, faith, identity and society, including initiatives such as the Good Muslim, Bad Muslim photography symposium.

- Developing partnerships and co-commissions – working with cultural organisations, venues and partners to develop new work and extend its reach.

The Senior Producer will play a central role in bringing this framework to life through ambitious, high-quality production: helping develop ideas, building the right partnerships and teams around them, and creating realistic budgets and delivery plans.

Using co-design principles, audience insight and data, they will help shape and deliver a meaningful, relevant programme of activity throughout the year – ensuring SCA's work responds to its communities and audiences while retaining artistic ambition and quality.



The Senior Producer Opportunity

This is a hands-on creative producing role within a small core team, working across SCA's programme from early ideas and development through to production, audiences and evaluation.

We are looking for an experienced Producer, Senior Producer, Creative Producer or Production Manager who brings confidence, judgement and generosity to a small team. The successful candidate will provide leadership and expertise internally and externally, build trusted relationships, and be equally willing to roll up their sleeves and make things happen.

You will bring structure without unnecessary bureaucracy, combining creative ambition, practical judgement and a genuinely collaborative approach. This is an opportunity to help an established artist-led organisation extend the reach, quality and impact of its programme.

The Role at a Glance

Job Title	Senior Producer
Salary	£40,000 - £45,000 (FTE) 4 days a week (Pro-Rata)
Working Pattern	32 hours per week over 4 days, with some flexibility to meet programme needs
Contract	Permanent/Part-time
Location	Port Hope, B'ham / flexible hybrid working with regular on-site presence
Responsible to	Managing Director
Key Relationships	Artistic Director, Managing Director, Operations & Finance Manager, Digital Content & Design Assistant, artists, partners and freelance teams
Line Management	Digital Content & Design Assistant
Preferred Start Date	Late January / February 2027
Application Deadline	5pm, Friday 27 November 2026
Interview Dates (s)	First interviews: week commencing 7 December 2026; second interviews (if required): week commencing 14 December 2026

The Programme Leadership Opportunity

The Senior Producer will lead programme planning, creative producing, production and audience development for Soul City Arts, working alongside the Artistic Director and reporting to the Managing Director.

They will turn artistic ideas into ambitious, achievable programmes, with clear project plans, realistic budgets, appropriate production and freelance capacity, strong partnerships and effective delivery. They will be responsible for keeping programme activity on track, recognising risks and responding constructively when plans change.

A key part of the role is ensuring that audience development, marketing, communications and evaluation are considered from the outset, so that the work reaches the people it is intended to engage and learning informs what comes next.



How the Leadership Team Works

Soul City Arts has undertaken a significant period of organisational review and development and is now establishing a clearer shared-leadership model for its next phase with each lead role holding a clear area of responsibility.

Managing Director (Organisation, Sustainability & Growth)	Artistic Director (Art, Vision & Creative Direction)
Senior Producer (Programme, Production & Audiences)	

The Artistic Director leads SCA's artistic vision, curation and creative direction. The Managing Director holds executive responsibility for organisational strategy, sustainability, income, governance and growth. The Senior Producer leads the producing process, programme delivery and audiences, ensuring projects are achievable within agreed plans, resources and standards.

Working with the Artistic Director, the Senior Producer will shape ideas into programmes. Reporting to the Managing Director, they will connect programme activity with organisational priorities, funding opportunities and available resources, contributing programme content, budgets and evidence to bids and new opportunities.

The Managing Director has strategic oversight of organisational reputation and corporate communications. The Senior Producer oversees programme marketing, communications and audience development, working within the creative direction and visual standards set by the Artistic Director. They will work closely with the Digital Content & Design Assistant and marketing freelance support to deliver activity in these areas.

The Senior Producer will also work closely with the Operations & Finance Manager on the systems and practical coordination that support delivery, while retaining responsibility for programme and project budgets.



Key Responsibilities

The Senior Producer will lead Programme, Production & Audiences for Soul City Arts, working collaboratively with the Artistic Director, Managing Director and wider team.

1. Programme Development & Creative Producing

- Help shape artistic ideas into ambitious, relevant and achievable programmes, using co-design, audience insight and strong creative producing judgement.

- Take ideas through development and feasibility planning, translating artistic ambition into clear and deliverable project proposals.

- Contribute to a connected programme across new work, festivals, talent development, community engagement and touring.

2. Production, Delivery & Safe Public Practice

- Lead projects from planning through to delivery, coordinating production schedules, contracts, artists, venues, suppliers, partners, freelancers and practical requirements.

- Ensure sound production planning, appropriate risk management and safe delivery, particularly for public-facing, outdoor and non-traditional activity.

- Anticipate challenges, solve delivery problems and maintain high standards of quality and care across the programme.

3. Programme & Project Budgets

- Develop and manage programme and project budgets, track spending and forecasts, and deliver activity within agreed resources.

- Work with the Operations & Finance Manager on financial processes, information and coordination, while retaining accountability for programme and project budget management.

4. Partnerships, Touring & Programme Growth

- Build and sustain delivery, commissioning and co-producing relationships with artists, venues, cultural organisations and other partners.

- Identify opportunities to develop new work, strengthen SCA's programme and extend its reach and impact.

- Help realise the touring and distribution potential of SCA's work nationally and internationally.

Key Responsibilities

5. Marketing, Communications & Audiences

- Oversee programme marketing, communications and audience development, integrating these into project planning from the outset.

- Work with the Digital Content & Design Assistant and specialist support to deliver effective programme campaigns and communications.

- Use audience insight and data to strengthen engagement, access and relevance, within the Artistic Director's creative direction and visual standards.

6. Fundraising, Evaluation & Reporting

- Contribute programme ideas, content, budgets, delivery plans, partnerships and evidence to funding bids and investment propositions led by the Managing Director.

- Build evaluation, audience insight and learning into projects and programme planning.

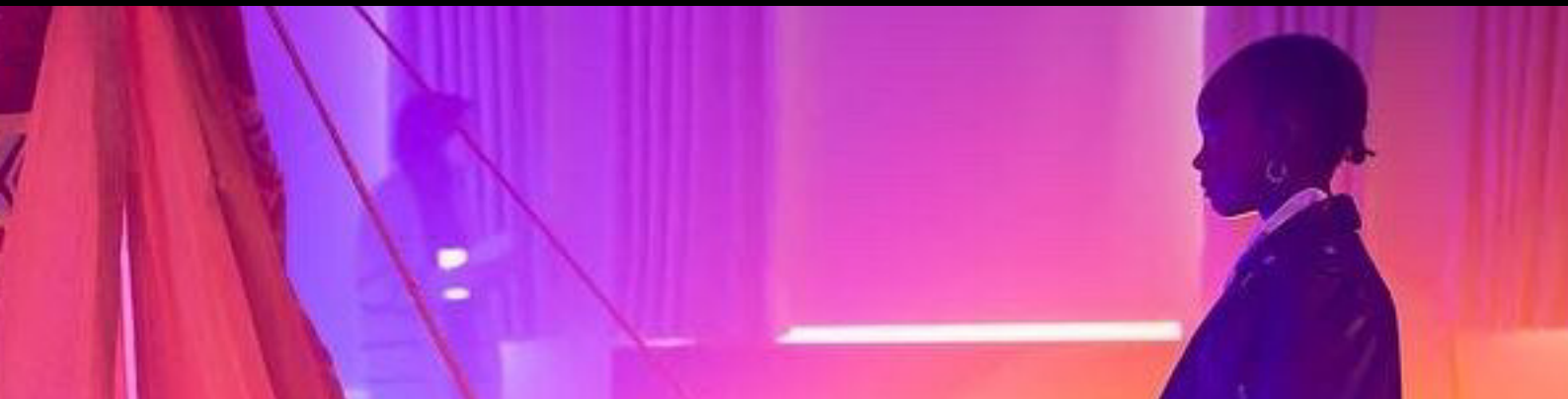
- Capture and report evidence of activity, outcomes and learning to improve future work and meet funder requirements.

7. Team & Freelance Capacity

- Line-manage the Digital Content & Design Assistant, providing clear direction and support.

- Plan the capacity needed for each project and identify, commission, brief and manage appropriate freelance and specialist teams.

- Maintain positive, collaborative working relationships across the core team, artists, producers, technicians, facilitators and delivery partners.



Person Specification

We are looking for an experienced arts producer who can bring both creative producing judgement and strong delivery discipline to SCA's programme. This is not an entry-level or developmental producing role. We welcome relevant or equivalent experience gained through different job titles, freelance practice or a combination of roles.

Essential Experience and Knowledge

- Proven relevant or equivalent professional experience in arts or cultural producing, creative producing, production management or a related role.
- A strong track record of independently leading complex creative projects from development through to delivery.
- Experience of managing project budgets of £50,000+, including forecasting, monitoring spend and keeping projects within budget.
- Strong creative producing skills, with the ability to develop ideas, test feasibility and turn artistic ambition into clear delivery plans.
- Substantial experience of producing public-facing, outdoor or non-traditional work, with a sound understanding of event safety, risk, contractors and senior operational responsibility.
- Strong production-management experience across schedules, artists, venues, suppliers, freelancers and delivery partners.
- Experience of building and managing project teams and freelance capacity.
- Strong partnership and stakeholder-management skills, including delivery, commissioning or co-producing relationships.
- Experience of contributing to funding bids and investment propositions, including programme content, budgets and delivery plans.
- Experience of overseeing audience development, marketing and communications as part of programme delivery.
- Strong judgement, problem-solving and communication skills.
- Commitment to inclusive, culturally relevant and equitable practice.

Desirable Experience and Knowledge

- Experience of socially engaged or community-rooted artistic practice.
- Experience of touring work nationally and/or internationally.
- Experience of commissioning or co-commissioning new work.
- Experience of artist or talent-development programmes.
- Experience within an Arts Council England-funded National Portfolio Organisation.
- Formal line-management experience.
- Knowledge of Birmingham and the West Midlands cultural landscape.
- Experience working with culturally diverse and underrepresented artists and communities.

Personal Approach

- A collaborative team player who shares expertise and helps others succeed.
- Brings confidence, sound judgement and leadership to artists, partners, freelancers and colleagues.
- Combines creative ambition with practical delivery.
- Is organised, responsive and able to manage competing priorities.
- Communicates clearly, builds trust and keeps people informed.
- Can challenge constructively and solve problems calmly when plans change.
- Is happy to roll up their sleeves and contribute practically when needed.
- Builds positive, respectful relationships with artists, communities and partners.
- Values inclusion, collaboration and culturally relevant practice.
- Takes pride in making ambitious work happen well.

Terms and Conditions

Salary	£40,000–£45,000 per annum (FTE) 4 days a week (Pro-Rata)
Hours	32 hours per week / Flexibility required to meet the needs of the programme
Working Days	Days TBC
Contract	Permanent, Part-time
Probation	4 months
Notice Period	Statutory during probation period, increasing to 2 months following successful completion of probation period.
Pension	Statutory.
Annual Leave	33 days per annum (FTE, inclusive of bank holidays), pro rata for four-day working
Usual Place of Work	Port Hope, Birmingham, with flexible/hybrid working arrangements agreed with the Managing Director

Regular in-person presence at Port Hope is required, anticipated to be three days per week, particularly during the initial period in post.

Some programme activity will require evening and weekend working, with time off in lieu managed flexibly with the Managing Director in accordance with SCA policies.

SCA's projects may take place elsewhere in the UK, with occasional international travel. Where travel away from the usual place of work is required, project-related travel & accommodation will be planned and covered separately through agreed project budgets and SCA policies.

How to Apply

Application Deadline: 5pm - Friday 27 November 2026
First Interviews: Week commencing 7 December 2026
Second Interviews (if required): Week commencing 14 December 2026
Preferred Start Date: Late January / February 2027
We want the application process to enable candidates to demonstrate their relevant experience and approach without creating unnecessary barriers.
Please submit:

- A current CV; and
- A supporting statement of no more than two sides of A4, or an equivalent audio or video application of up to 8 minutes, answering the three questions below.

Application Questions

1. Tell us a little about yourself, why you are interested in the Senior Producer role at Soul City Arts, and what you would bring to the organisation.

2. Tell us about a significant creative project or programme that you have led from development through to delivery. What was your role and what did you learn from the experience?

3. What kind of producer are you, and what is distinctive about your producing style? Tell us about the qualities and approach you bring to working with artists, teams and partners to make ambitious creative work happen.

Applications should be sent to: recruitment@soulcityarts.com
Subject: Senior Producer Application - [NAME]

Recruitment Process

Applications will be assessed against the essential criteria and the evidence provided through the CV and supporting statement. Shortlisted applicants will be invited to interview.

The selection process may include:

- A first-stage interview.
- A second-stage interview including a short practical, presentation or scenario exercise relevant to the role.
- An opportunity to meet members of the SCA team.

Reasonable adjustments will be made throughout the recruitment process.

Equality, Diversity and Access

Soul City Arts is committed to creating an organisation and cultural sector that reflects and values the diversity of the communities with whom we work.

We welcome applications from people of all backgrounds and particularly encourage applications from people and communities currently underrepresented within the arts and cultural sector.

We recognise that people develop valuable skills and experience through many different professional and personal routes. For this role, we are interested in relevant and equivalent experience, and do not expect candidates to have followed one particular career path.

Applicants are welcome to submit their application in an alternative accessible format. If you require adjustments or additional support during the application or interview process, please contact: recruitment@soulcityarts.com

Informal Conversation

If you would like an informal and confidential conversation about the role before applying, please contact: recruitment@soulcityarts.com

Find Out More

- Website: www.soulcityarts.com
- Instagram: @soulcityarts
- Other Social Channels: www.youtube.com/soulcityarts





SOUL CITY arts



www.soulcityarts.com