



## **HOME Slough LOVE Slough Producer (Pioneering Festival)**

**Freelance, fixed term.**

### **Job description**

**Job title:** LOVE Slough Producer (Pioneering Festival)

**Contract:** Freelance, fixed term

**Timescale:** February to March 2022

**Project fee:** £2,800 (equivalent of £200 per day for 14 days)

**Location:** We envisage a combination of remote online working and, government restrictions-permitting, delivery in locations in Slough.

**Additional:** Freelance Producer will require their own computer.

**Reporting to:** HOME Slough's Creative Producer

### **The brief:**

HOME Slough is the Creative People and Places project for Slough and is funded by Arts Council England, and is run with a consortium of partners with lead partner Slough CVS (see section at end of document for further details). This contract is with Slough CVS to work on the HOME Slough project. The programme for HOME Slough is co-created and co-commissioned with members of the Slough community, through community groups that we work with, and through our own Community Programming Board (CPB).

HOME Slough is delivering a programme of activity in March 2022 called LOVE Slough. As part of this members of our Community Programming Board are devising a micro-festival called Pioneering Town. The micro-festival will be an opportunity to showcase and celebrate how Slough has been and continues to be a place of pioneering invention and imagination. We're envisaging this will take place across a day and include workshops, presentations and fun ways to demonstrate the creative ways Slough is pioneering – past and future. The programme will be determined by a steering committee made up of our Community Programming Board.

We are seeking a Freelance Producer to support the steering committee in the programming of the festival and to produce the festival.

## **Main purpose of the role**

The Producer will work with the HOME Slough Creative Producer and the Steering Committee, to manage the following planning and delivery schedule phases:

- 1) Planning - logistics, creative planning, engaging community members and artists
- 2) Creation - the activity itself, practical engagement with the community, micro-festival live dates and documentation
- 3) Post-production follow-up activity, signposting and evaluation

## **Key duties and responsibilities:**

- Manage the planning and delivery including the following:
  - Work with the Steering Committee to determine the programming of the micro-festival, identifying local contacts and audiences for the project.
  - Create a delivery plan and oversee the logistics of the micro-festival including event planning, timings and volunteers as required.
  - Develop relevant partnerships, making sure the project is well targeted to audiences and considering potential host venue(s).
  - Oversee the project budget, regularly updating the Creative Producer and Programme Co-Leads.

- Work within the context of Covid-19 restrictions and to ensure the project meets HOME Slough's agreed outcomes.
- Work with the HOME Slough team and local contacts including the Community Programming Board to support and amplify the community voice in planning and delivery.
- Be responsible for risk assessments and event plans.
- Administrate, report and monitor any activities delivered.
- Work with the HOME Slough team to ensure marketing strategy is executed including the use of HOME Slough's social media channels, newsletter and website.
- Taking responsibility for the documentation of the activities for marketing and evaluation purposes.
- Co-ordinate production of web content and film documentation with creative partners
- Be the main point of contact from HOME Slough for the micro-festival, its participants and partners.
- Support the shared learning/evaluation of the programme liaising with the HOME Slough evaluation partner.

## **Person specification**

### Essential

- Experienced producer or production manager,
- Proven interest in the arts and in community engagement, knowledge of the UK cultural sector
- Experience of community engagement and/or festival producing.
- Ability to manage community and partner relationships
- Ability to prioritise and manage a project to time and within budget
- Confident communication and interpersonal skills

- Sound knowledge of IT, including Excel
- Sound knowledge of data management
- Understanding of and commitment to intersectionality, environmental sustainability, equality and inclusion

### Desirable

- Experience of Slough or working with the communities of Slough
- Interest in/knowledge of the work of HOME Slough and/or the national Creative People and Places programme
- Experience of remote working

## Interested? Here's how to apply

Please apply by **Monday 24 January, 10am**.

Send your application to **info@homeslough.org.uk**.

Send us your CV and a covering letter including the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to HOME Slough

### Other ways to apply:

Please send us a link to a video (no longer than 5 minutes) where you give your responses to the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to HOME Slough
- Feel free to send a link to relevant website or online material if you have some.

If you need to talk to us about making an application in another format, please contact us.

**Please also complete an Equal Opportunities monitoring form [here](#).**

### **Interview information:**

Interviews will be held over Zoom on **W/C 31 January 2022**. Questions will be made available to you in advance.

## **Other information:**

For an informal conversation about the role, please contact Jake Orr, Creative Producer on [jake@homeslough.org.uk](mailto:jake@homeslough.org.uk)

We will respond to all applicants to let people know if they have been invited to interview or not.

Please note that this post may be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the right to request additional DBS checks at any time in the future.

Slough CVS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees and freelance staff. We welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation or age. If you are unsure about applying, please talk with us about any concerns you might have.

HOME Slough will undertake to meet reasonable adjustments, aiming to meet specific access requirements through Access to Work support.

Please note, this contract is open to people who already have the right to live and work in the UK, as Slough CVS is not currently in a position to sponsor a work visa.

## **Additional information: Background to HOME Slough**

HOME Slough is a consortium of arts and community organisations working to increase exciting opportunities for arts and culture in our town.

HOME Slough is part of the Creative People and Places Programme initiated and funded by Arts Council England through the National Lottery. There are 33 independent projects, each located in an area where people have traditionally had fewer opportunities to get involved with the arts. Creative People and Places projects have reached over 1.2 million people, 90% of who do not regularly engage in the arts.

HOME Slough is led by a consortium of arts and community organisations, comprising Slough Council for Voluntary Service, Slough Borough Council, the Clinical Commissioning Group, SEGRO, RIFCO and The Arts Council. We are funded by Arts Council England and

Slough Borough Council.

Our mission is to increase opportunities and awareness of all the arts in Slough, offering ways for everyone to fulfil their artistic potential. The aim is to increase the number of people participating in arts and culture, building the foundations for Slough's creative future.