

Community & Outreach Programme Producer

Application Pack

HOME

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COMMUNITY & OUTREACH PROGRAMME PRODUCER

About HOME

HOME, Manchester's centre for international contemporary art, theatre, film and books, was opened by our Patron Danny Boyle over the 2015 May Bank Holiday weekend. In our first two years, HOME welcomed over 1.8million visits to see thrilling theatre, dance, contemporary visual art, independent and world cinema.

HOME is a multi artform, mixed economy venue.

The building includes:

- A 450-seat theatre
- A 150-seat flexible theatre space
- A large flexible gallery space
- Five cinema screens
- A Bookshop
- Food, drink and flexible event spaces

What HOME does:

- Screens exciting, independent, provoking film work from the UK, Europe and further afield – from the latest releases to artist film, rare archive films and great classics;
- Produces and co-produce our own theatre work with a range of organisations, directors, designers and writers and present an extensive programme of theatre from national and international visiting companies;
- Presents new commissions from emerging and established contemporary artists of regional, national and international significance in our galleries;
- Delivers an extensive range of engagement and creative learning activity including HOME Young Creatives, an extensive talent development programme, talks, tours, Q&As and other great events which increase access to and create an extra dimension for many of our film events, exhibitions and theatre productions.

In HOME's first two years of operation, we sold over 430,000 theatre and film tickets, presented more than 40 theatre performances in Theatre 1 and many more in Theatre 2, screened 1154 films from over 50 different countries and welcomed over 108,000 people to 24 major new visual art exhibitions.

This Opportunity

HOME is an exciting forward-thinking organisation that works with a wide range of artists, partners and stakeholders. This job is the perfect opportunity to work across contemporary theatre, film and art with a variety of people from Greater Manchester's diverse communities.

The Community & Outreach Programme Producer is key to HOME's mission to be an open and social space for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world. This post specifically contributes to the aims of HOME's Engagement Strategy which include:

- To retain & grow culturally engaged & existing audiences.
- To enable audiences to develop their knowledge about the arts.
- To reach, welcome and retain a more diverse audience.
- To deliver high quality experiences that are welcoming and accessible to a broad range of individuals.
- To enable emerging artists to showcase their work and develop their skills, knowledge and networks relevant to future careers in the arts and creative industries.

This post holder will report to the Head of Engagement and will work closely with the theatre team in particular and with other artistic and engagement staff in the organisation to deliver our diverse and wide-reaching outreach and community programme. Specifically, you will manage HOME's community group relationships and related opportunities including HOME's Inspire £1 Ticket Scheme, community outreach work and creative community projects.

Our team is enthusiastic, highly motivated and engaged so expect to be challenged! If you can share our ambition and have the skills, knowledge and experience to do the job, this is a great and unique opportunity.

Our Ideal Candidate

You will be a highly organised, self-motivated and experienced producer of engagement programmes and events, with an eye for detail, a passion for the arts and a vested interest and experience in engaging new and diverse audiences through creative experiences. You will have a track record of managing and coordinating small and large scale high quality creative projects that involve diverse groups of different ages, including hard to reach groups.

You will be a great people person and liaising with various individuals, from artists and programmers, to stakeholders and community members of all ages will be second nature to you, and managing the expectations and needs of these people will be something you excel at.

You will be an excellent communicator with a high level of admin skills and will have the skills and experience to cater information sharing as appropriate for various people with different learning styles, needs and interests.

Application Procedure

Please complete the HOME application form telling us how you meet the Person Specification for this role return with a completed Equal Opportunities questionnaire.

The deadline for applications is **5pm Fri 23 Feb 2018**
Interviews will take place **Mon 5 Mar 2018**

Please email a PDF of your application to marisa.draper@homemcr.org

If you have not heard from us by Wed 28 Feb, please assume that we will not be taking your application any further.

Unfortunately, we cannot provide individual feedback on applications.

HOME strives to be an equality of opportunity employer.

Job Description for Community & Outreach Programme Producer

Purpose

To be responsible for the programming, planning, organisation, administration and delivery of HOME's £1 Inspire Ticket Scheme, outreach work and creative community projects, which aim to diversify the range of people utilising and working at HOME and contribute to economic and social development in identified areas by:

- Raising the profile of HOME within identified communities close to the venue and across Greater Manchester, providing access points for people to get involved with the arts and with HOME and building trust and relationships through this;
- Developing key community based relationships;
- Encouraging local communities to feel a sense of ownership and have a voice at HOME, thereby developing diverse audiences, participants and volunteers/ staff;
- Identifying, developing and promoting local talent;
- Supporting and delivering initiatives to counteract worklessness, social isolation and loneliness.

Responsible to: Head of Engagement

Responsible for: Programming, planning, organisation, administration and delivery of HOME's Inspire £1 Ticket Scheme, outreach work and creative community projects.

Main Duties

1. To work collaboratively and supportively as a member of the Engagement Team, playing a key role in developing and delivering an integrated, inclusive, vibrant and creative programme of work that is relevant to the diverse communities of Greater Manchester.
2. To work across HOME's Artistic programme to manage HOME's £1 Inspire Ticket Scheme, outreach work and creative community projects, ensuring that all activities link and contribute to HOME's core programme and business plan.
3. To develop and sustain strategic partnerships and relationships with community groups and City Council culture teams in order to ensure HOME's programme reaches out across the city and into the other 9 boroughs of Greater Manchester.
4. To maintain a broad knowledge of changes to health, social, housing, youth and elderly provision across the region.
5. To support the wider Engagement Team in recruiting and supporting participants via your community networks to HOME projects.

6. To develop pathways for the career and personal development of community members we work with at HOME, supporting them in their endeavours beyond community based HOME projects.
7. To work with the Head of Engagement to contract and oversee freelance artists and facilitators and to supervise junior staff.
8. To contribute to writing copy with Marketing staff to ensure suitable publicity and other promotional material is produced and distributed to promote HOME's community programmes.
9. To manage the Communities programme budget in liaison with the Head of Engagement, and to assist in raising additional financial support for special projects and events when necessary.
10. To maintain monitoring and record keeping systems with the Engagement Assistant and to evaluate events and prepare material for the written reports for HOME's Board and funders.
11. To represent HOME at relevant conferences and events and be an advocate for this programme of work internally, locally, regionally and nationally.
12. In association with the Head of Engagement and Artistic Directors, to implement and contribute to developing the Engagement Strategy.
13. To ensure that all activity is planned and delivered according to HOME's Health and Safety, Diversity and Access, Child Protection and Safeguarding policies and that all people who need to be DBS checked as part of our work are vetted before undertaking activity with us.
14. Carrying out other duties as deemed appropriate by the Head of Engagement and Director & CEO
15. Working evenings and weekends as appropriate.

This job description is a guide to the nature of the work required of the Community & Outreach Programme Producer. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

PERSON SPECIFICATION FOR COMMUNITY & OUTREACH PROGRAMME PRODUCER

	Essential	Desirable
QUALIFICATIONS AND TRAINING		<p>Educated to degree level or with comparable work experience.</p> <p>Training in project management.</p> <p>Training in working with specific minority groups.</p>
SPECIALIST KNOWLEDGE	<p>Working knowledge and understanding of one or more of the following: contemporary theatre, visual arts, film culture.</p> <p>Demonstrable knowledge and understanding of key issues, policies and current research in the areas of community arts, arts and health and cultural entitlement.</p> <p>Up to date knowledge of legalities and best practice around safeguarding and child protection.</p>	<p>Familiar with cultural provision in Greater Manchester region</p> <p>Knowledge of national leading cultural engagement practice.</p> <p>Working knowledge of a community language spoken in Manchester.</p>
EXPERIENCE	<p>Working in an arts organisation.</p> <p>Two or more years of experience in programming, planning, organising, promoting and running small and large scale creative events in collaboration with and for communities of all ages and from hard to reach groups.</p> <p>Experience of recruiting and briefing event coordinators and workshop facilitators e.g. artists, freelance facilitators, teachers, educators.</p> <p>Experience in facilitating creative consultation sessions and creative workshops.</p> <p>Managing budgets.</p> <p>Research and evaluation of projects in report format.</p>	<p>Using digital technologies in creative and innovative ways in informal engagement projects.</p> <p>Experience of producing short films, theatre productions and exhibitions with communities.</p> <p>Managing people.</p> <p>Public speaking.</p> <p>Implementing and using monitoring and evaluation methodologies.</p>

<p>PRACTICAL & INTELLECTUAL SKILLS</p>	<p>Ability to work on own initiative and prioritise and organise workload.</p> <p>Excellent time management and organisational skills.</p> <p>Ability to work under pressure, remain calm and meet deadlines.</p> <p>Excellent team working skills.</p> <p>Excellent communications skills both written and verbal.</p> <p>Flexible and imaginative approach to communicating ideas and skills.</p> <p>Ability to work with wide range of people.</p> <p>Numerate.</p> <p>Computer literate in word processing and use of spreadsheets and database programmes.</p> <p>Skilled in the use of web and internet communications and research tools.</p>	<p>Advanced presentation skills.</p>
<p>DISPOSITION & ATTITUDE</p>	<p>A collaborative, flexible and creative outlook to working across the organisation and with external partners.</p> <p>Committed to creating great experiences and opportunities for diverse groups of people.</p> <p>A friendly and open personality with the ability to communicate with a diverse range of people.</p> <p>Demonstrable understanding of and commitment to Equal Opportunities.</p>	<p>Creative approach to work and problem solving.</p>

PERSONAL CIRCUMSTANCES	<p>An informed interest in the type of work presented by HOME</p> <p>Understanding of and commitment to customer service.</p> <p>Able and willing to work flexible hours regularly, including weekend and evening work.</p> <p>Ability to travel throughout the Greater Manchester region very regularly.</p> <p>This post is based in Manchester.</p>	
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Applicants should be willing to complete an Enhanced Disclosure criminal records check through the Disclosure and Barring Service if selected for this post.

TERMS AND CONDITIONS OF SERVICE

COMMUNITY & OUTREACH PROGRAMME PRODUCER

GMAC Ltd has a Staff Manual that provides full details of all terms and conditions of employment as well as staff benefits. The following are the main terms of employment.

Salary	Grade 3 (£23,000)
Hours of work	Full time. GMAC Ltd has a standard working week of 40 hours inclusive of meal breaks. Exact hours of work as required by demands of the post. Overtime payments will not be made, however time off in lieu, with the agreement of the Head of Engagement, will be available to cover any additional hours worked.
Contract Period	This post is offered initially on a fixed term contract until 31 March 2021.
Probationary period	3 months
Period of notice	1 month will apply to both employer and employee
Holidays	25 days p.a. plus statutory holidays
Pensions	GMAC Ltd operates a company pension scheme that is available to all staff

Further Information About HOME

HOME Vision - HOME is central to making Greater Manchester a major city celebrated for its distinctive art, art that enriches the lives and life chances of its people, a magnet for artists and creatives with the highest engagement in the arts in the UK.

HOME Mission - HOME is an open and social place for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

HOME Values

- i. Creativity – bringing imagination, resourcefulness and innovation to our work
- ii. Pioneering – leading the way, breaking new ground, being ahead of the curve, taking risks
- iii. Collaborative – seeking out opportunities for sharing and partnership
- iv. Engaged – with our city region and the wider world, with art and artists and with ideas and issues
- v. Open – welcoming and engaging with multiple voices, ideas and perspectives
- vi. Rigorous – striving to do the best work, valuing quality.

Outcomes by 2022

By 2022 HOME will have achieved the following outcomes:

1. HOME has a more diverse multi-generational audience that reflects the population of Manchester
2. Our brand is recognised in the UK for distinctive high quality diverse programming from outside the main stream engaging a broad range of audiences
3. HOME has made a positive impact on the careers of emerging artists
4. HOME makes a demonstrable positive social impact on Greater Manchester through our art and our responsible business model
5. HOME has a financially and environmentally sustainable business model that enables artistic risk and growth
6. Digital production and distribution is embedded into programming and our on-line audience will have doubled
7. The workforce and governance of HOME is engaged, diverse and highly skilled

Programme Strands

Film - An extraordinary and independent programme and experience across five screens.

Theatre - is international, interdisciplinary, provocative, questioning, visual and poetic.

Visual Art - foregrounds artists' projects that work across its distinctive strengths - artist film, performance and participation.

Community & Young People - with and for the people of our city.

Digital & Creative Development – developing local talent.

HOME's Engagement Strategy

HOME's engagement programme operates from the venue and across Greater Manchester. It provides opportunities for audiences to get closer to the programme and the artists, and has a particular commitment to providing enriched opportunities for emerging artists, young people aged 15-25 and specific communities that fall within the below priority audience categories.

Developing and retaining our priority audiences is the focus of HOME's Engagement activity that will be achieved by combining:

- A warm welcome
- A quality experience
- An accessible programme
- Representation and reflection of audiences throughout the programme
- Relationship building with external partners and audiences to build trust & understanding
- Collaboration internally (Artistic & Engagement Teams) and with external partners
- Affordability of programme

HOME's Engagement programme is designed around the following aims:

1. To retain and grow culturally engaged & existing audiences
2. To enable audiences to develop their knowledge about the arts
3. To reach, welcome and retain a more diverse audience
4. To deliver high quality experiences that are welcoming and accessible to a broad range of individuals
5. To deliver digital leadership, growth and engagement

HOME's Model for Engagement

Community & Young People, which segments into:

- a) Schools & Colleges
- b) Young People aged 15-25 who engage with us in their own time
- c) Communities based within Greater Manchester

Digital & Creative Development, which provides artists and audiences with a range of ways to get deeper into our programme and develop their own creativity:

- a) Creative Insight: talks, tours, courses, animating public spaces
- b) Specialised Creative: skills/talent development, showcases, networks

Work-based training cuts across our activities with work experience, internships, apprenticeships and volunteering being offered across the organisation.

The Engagement Team Structure



HOME's Community Work

(Community & Young People strand)

The aims of HOME's Communities activities are to help diversify the range of people utilising and working at HOME and to contribute to economic and social development in identified areas.

We do this by:

- raising the profile of HOME within identified communities close to the venue and across Greater Manchester, providing access points for people to get involved with the arts and with HOME and building trust and relationships through this;
- developing key community based partnerships;
- encouraging local communities to feel a sense of ownership and have a voice at HOME, thereby developing diverse audiences, participants and volunteers/staff;
- identifying, developing and promoting local talent;
- supporting and delivering initiatives to counteract worklessness, social isolation and loneliness.

Events and projects include:

- The £1 Inspire Ticket Scheme
- Outreach visits (at least one day per week)
- Bespoke tours and talks
- A quarterly open-call community film screening
- A six-monthly community visual art showcase opportunity
- Community engagement projects linking to HOME's Artistic Programme

The Communities strand targets all ages including HOME's focus ages of 15-25. We are particularly interested in working intergenerationally.