**Job Description**

## HOME

2 Tony Wilson Place

Manchester M15 4FN

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[www.homemcr.org](http://www.homemcr.org)
jobs@homemcr.org

Job Title: **Creative Development**

**Practitioner: Film and Digital**

Team: **Creative Development**

Responsible To: **Head of Creative Development**

**Salary** £26,000

**Hours of work** 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 Artistic Director, will be available to cover any additional hours worked.

**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

**How to apply**

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

The deadline for applications is Friday 14th January 2022 12noon

First Interviews will take place the week commencing 27th Jan 2022

Please email a PDF copy of your application to: recruitment@homemcr.org

Unfortunately, we cannot acknowledge receipt of applications.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace

**About Creative Development**

Our people centred activity is crucial to achieving the vision for HOME because it connects with an exceptionally diverse mix of people who see and shape our programme.

By ‘Creative Development’ we mean every activity that enables people to get closer to the programme, artists and art-forms, and to tell their own stories through their own artistic creations.

Our programme enables audiences and artists to deepen their interests and skills, actively, take part in the programme, debate, take artistic risk, make new work and meet others.

Whether it’s through co created, people centered projects, workshops, study sessions, courses, Q&A’s, fresh interpretation, residencies, commissions, talent development projects or work-based learning – everything we do links to our wider programme, with nothing in isolation.

We exist to have impact artistically, economically and socially.

**Job Summary**
To support the Head of Creative Development in devising and delivering an intersectional, multi-disciplinary offer as part of the HOME programme. The role will ensure that the organisation’s goals are met and help to identify more connections and pathways into communities, Schools and Youth settings. Working closely with other departments at HOME the team will develop a dynamic creative programme that enables **everyone** to access high quality culture and explore their own creativity.

The post holder will have a specialist interest or background in Film and Digital but be interested in working across Schools, Community and Young People’s work. As a vital member of the HOME Team this post includes delivery, advanced project management, advanced event production, cost control, stakeholder liaison and internal team coordination.

**Main Duties**

1. Working with the Head of Creative Development and in collaboration with team members across the organisation plus local communities, creatives and partner organisations, to develop, programme, manage, produce and deliver HOME’s year-round Creative Development programmes.

2. To act as lead practitioner on projects, or to form part of working groups, for cross-organisational projects – as directed by the Head of Creative Development or Executive Director.

3. To ensure that the Engagement programme links directly to and is part of HOME’s overall programme, working closely with colleagues in all other departments.

4. To produce and deliver key elements of the Creative Development programme including festivals, Flag ship projects, schools’ programmes, community development work and young people’s activity.

5. To work closely with the Talent development team and artists who are developing socially engaged practice.

6. To embed Diversity and Inclusion across the organisation.

7. To recruit, contract, oversee and liaise with freelancers, speakers, Project Assistants, artists, filmmakers and practitioners in the provision of the programmes and to supervise junior staff.

8. To work with stakeholders to develop new programmes of work in our communities and schools.

9. To develop pathways for the career development of young people and communities, working closely with the Access and Training Coordinator.

10. To maintain a working knowledge of and participate in regional and national engagement networks and to keep up to speed with developments in the industry.

12. To work with Communications team to ensure suitable publicity and other promotional material is produced and distributed to promote the Engagement programme and project activity and to raise the profile of HOME programme at a local and national level.

13. To write copy and oversee the provision of appropriate documentation for the Engagement programme, including the development of online content.

14. To set, manage and control the Creative Development project budgets in liaison with the Head of Creative Development, and to assist in raising additional financial support for special projects and events when necessary.

15. To develop and implement an effective monitoring and evaluation strategy for the programme and to provide written reports when required.

16. To represent GMAC at relevant conferences and events and be an advocate for this programme of work internally, locally, regionally and nationally.

17. In association with the Head of Creative Development and wider HOME team to implement and further develop the Creative Development Strategy and contribute to future business planning.

18. To work collaboratively and supportively as a member of the HOME Team, playing a key role in developing and delivering an integrated, inclusive, vibrant and creative programme of work.

**Additional Responsibilities**

* Perform all tasks in line with HOME's commitment to providing the widest audience access.
* To be an advocate and ambassador for the organisation.
* Implement GMAC policies, in particular those around diversity, environmental sustainability, and access.
* Keep up to date with financial, administrative and operational best practice.
* Carry out duties as deemed appropriate by the Head of Creative Development
* Work evenings and weekends as appropriate.
* Undertake national and international travel as required.

**Personal Specification**

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Experience** | Experience in a similar creative development role in schools/community or young people’s settingsExperience of managing budgetsExperience of overseeing safeguarding practicesExperience of leading and managing a projectExperience of collaborative workingExperience of planning and delivering creative projectsExperience of evaluating projectsPublic speaking | Experience of working for a charity or third sector organisationWorking in an arts organisation |
| **Knowledge/Interests** | Excellent knowledge of, and interest in, the UK arts scene Knowledge of the theatre and performing arts, visual arts and/or film sectorsExcellent understanding of and high level commitment to equality and representation Up to date knowledge of best practice around safeguarding and child protection | Knowledge of North West landscape for engagement and participationWorking knowledge of apprenticeships and work-based trainingUndertaken recent child protection and safeguarding training. Undertaken disability awareness training. |
| **Practical & Intellectual Skills** | Excellent organisational, scheduling and planning skills Strong IT skillsAbility to deliver arts-based engagement or participation activityExcellent communication skills – able to motivate a broad cross section of both internal and external partnersCommitment to quality and accuracy and an excellent eye for detail | Ability to prioritise sizeable workload |
| **Disposition & Attitudes** | Motivated collaborator and self-starter able to work calmly under pressure to deadlines Desire to learn new skills, with an excellent eye for detail and a problem solving attitude Ability to embrace change in current processes and to continually improve own performance and that of the team  |  |