



arts depot

**Application Pack**

**Community Producer –  
Beyond Our Walls**



## Introduction

Thank you for your interest in the Creative Producer – Beyond Our Walls role at artsdepot. Before you complete your application, please read the information included here carefully. These notes are intended to help you make the most of your application.

artsdepot strives to be an equal opportunities employer. We are committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

We look forward to receiving your application.

## About artsdepot

artsdepot's vision is to be a creative home for everyone. Our mission is to reach all families in Barnet by 2027 and we do this through focusing on artsdepot as a destination, as a sector leader and our work across the borough. The Programme and Participation Department plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue includes a 395 seat main theatre, 151 seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 162,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.



## Our Values

- Inclusive – Our work is inclusive. Everyone can access our performances and activities and we reflect our wider community in what we do.
- Creative – We believe in creativity. We respond in creative ways and provide the setting for everyone to be creative on their own terms.
- Collaborative – We work collaboratively. Our programme and organisation is better when we work with others to make up more than the sum of our parts.
- Respectful – Our work is underpinned by respect. We work in a way that respects other voices and views, and expects the same from others.



## **Programming and Participation Department**

The Programming and Participation team is responsible for the delivery and co-creation of creative learning, participation and community events. We programme the theatres, gallery space, festivals and artsdepot classes. We work to integrate our artist development network and artist residencies into our work and administrate the Barnet and Culture for Youth network.

We work closely with the Marketing, Events/Hires, Technical and Visitor Services teams to ensure our activities can be enjoyed by the widest range of people possible.

### **This opportunity**

This role is a brilliant opportunity to work across three local areas with fantastic communities bringing impactful interventions to life and empowering communities creatively. The ideal candidate will be hardworking, proactive, collaborative and passionate about engaging people in the arts. They will build and develop processes and activities with artsdepot's existing partners and contacts in the local areas, and broaden the residents and groups we engage with. We are a forward thinking and agile organisation with a small but committed, driven and enthusiastic team. This role is a great opportunity for someone who shares our dedication to making high quality arts experiences accessible to all.

### **Working at artsdepot**

The Community Producer – Beyond Our Walls will be based offsite with our partners for the majority of the time. At artsdepot they will be based in our office in the artsdepot building on Level 2. It is a shared space of three connected offices, accessible through a set of stairs or a lift. artsdepot is accessible for wheelchair users throughout the building. There are accessible toilets. The nearest wheelchair-accessible underground station is Woodside Park, 0.7 miles from artsdepot. There are 10 disabled parking bays in the Aldi carpark below artsdepot, connected to the venue through a lift. Because of our programme and a resident dance college, the space can be busy and noisy at times. Guide dogs and assistance dogs are welcome. artsdepot is a Disability Confident Employer.

The role includes using a computer and communicating via phone and video calls, email, the office management app Teams and in person. It involves regular meetings. artsdepot has 100+ permanent and casual staff.

## How to Apply

Please make sure you have read fully the Job Description (including person specification) within this pack and the accompanying information. The principal responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply please submit a covering letter (up to two sides of A4) and curriculum vitae (CV) and our equal opportunities monitoring form.

In the covering letter, you have the opportunity to outline your suitability for the post by telling us about your interests, experience and skills that relate to the role and person specification. The skills and personal qualities listed are required for the effective performance of the post; you can demonstrate your suitability through workplace, voluntary work or alternative experience.

## Outlining your suitability for the post

How you outline your suitability for this role in your covering letter (up to two sides of A4) determines whether or not you are shortlisted and invited for interview. It is helpful if you go through the person specification and tell us exactly how you meet it.

Please email your cover letter, CV and Equal Opportunities Form to **recruitment@artsdepot.co.uk**. You are welcome to submit your application in a different format if you would prefer (video, audio recording), please email it to **recruitment@artsdepot.co.uk**.

Applications will close at **12pm on Monday 10 February 2025**.

Successful shortlisted applicants will be invited to an interview during the week commencing Monday 17 February 2025. Interviews will take place at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If you would like support with access requirements, please contact Zoe by email at **recruitment@artsdepot.co.uk** or call 020 8369 5454. If you would like to have an informal chat about the role, please contact Tim Burley at **tim.burley@artsdepot.co.uk**

## The Shortlisting and Interview Process

Shortlisting is carried out purely on the information contained in the cover letter and CV. Candidates are assessed anonymously against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

All candidates shortlisted for interview will be sent the interview questions approximately 24 hours in advance.

## Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and that each individual feels respected and able to give their best.

As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

Please enclose the completed monitoring questionnaire with your application. When the applications are received, the EO questionnaires are removed before any decision on shortlisting is made.



## **Job Description**

### **Community Producer – Beyond Our Walls**

#### **Purpose of role:**

This role will manage a programme of creativity supporting communities in Burnt Oak, Colindale (North and South) and West Hendon to reimagine their neighbourhoods. The Community Producer will work with 50 - 60 local people / community groups / creatives in each 3 local areas to devise Creative Plans and establish micro-funding grants decision groups, seed-funding local projects / festivals and embedding arts and culture resource for the future.

The post-holder will build relationships across these communities responding to the needs and circumstances of individual communities. Utilising artsdepot's expertise the postholder will build connections and dialogue with and between communities and artsdepot to strengthen creativity and community. This can include for example; establishing festivals (in and across the areas), supporting events, classes and workshops, facilitating groups to take ownership of community assets, and commissioning visual art works. We will be led by the ambitions, ideas, talents and unique challenges of each local area.

This role has been funded over three years for three days a week by The Esmée Fairbairn Foundation. The post-holder is expected to spend two thirds of their time working in the three local areas and one third of their time at artsdepot.

**Reports to:** Head of Programming & Participation

**Management of:** Freelancers

**Works with:** Marketing Team, Development Director, Head of Finance, Head of Operations, Creative Team Co-ordinator

#### **Principal Responsibilities:**

##### **Recruit local people to engage in the project and join community panels**

- Work with marketing and participation colleagues to design recruitment materials that will be disseminated to our database contacts in the target locations.
- Build relationships with local people in each of the three areas and encourage a wide range of people to join the programme.

- Work with marketing colleagues and local partners to design social media and physical advertising to reach out to local creatives, and work with local partners to share information through their networks.
- Develop partnerships with groups not yet known to artsdepot in each of the three areas, to extend the reach of the programme and build a network of places where activities can take place.

### **Support partnerships in each of the target communities and facilitate local people to develop Creative Plans capturing their ideas and objectives**

- Work with local residents / community groups and partners to understand their ideas and objectives for their local areas with an emphasis on arts and culture in local creative plans.
- Design an effective system in each area to disseminate microgrants, support events and build capacity, ensuring appropriate record keeping and due diligence.
- Work with partners to identify further funding sources and support.
- Ensure local residents are part of the existing networks for culture and heritage in the borough.
- Organise local events and training opportunities that help local people to engage in the programme and develop skills and contacts that can help them realise their ambitions.
- Work with the Marketing team and local residents to identify and support the creation of marketing and promotional materials for activities and events.

### **Build connections between the artsdepot team and programme facilitating exchange and collaboration**

- Build relationships across the artsdepot team and provide information on how we can support the ambition of local creative panels and residents.
- Develop synergies and collaboration between the work and expertise in our venue, and the creative communities we serve in the target locations.
- Support the introduction of artsdepot initiatives into local communities (e.g: promote the Youth Advocates programme or NT Connections).



## **Establish evaluation methods and a system that captures evidence from the programme that can support the local area, artsdepot and the arts sector in the future**

- Work with colleagues and partners to design and roll out evaluation methods for the programme to assess the effectiveness of the programme and the impact of events in the local areas. Capturing a baseline of activity and engagement. Incorporate a continuous feedback loop in the programme.
- Use Upshot to ensure data is recorded for artsdepot's overall evaluation purposes.

## **Finance, fundraising and Governance**

- Manage budgets and financial reporting for the project
- Contribute to reports including those for partners, artsdepot and any other funders.
- Work with the Development Director and CEO to identify suitable funding streams, partnerships provide feedback on grant applications and approach funders, alongside local residents.

This job description is not exhaustive and may change. Postholders are expected to work flexibly and undertake any other duty that may reasonably be requested by the CEO / Board of Trustees.

## Personal Specification

### Essential:

- Experience of work with local communities in large cities / towns to develop projects.
- Experience and knowledge of the creative and / or cultural industries.
- Understanding of the needs of different communities.
- Good reading and writing skills.
- Ability to vary communication styles depending on audience.
- Ability to work collaboratively.
- Experience of setting, managing and monitoring budgets.
- Ability to juggle multiple strands of work with different partners.
- Passion for the role of arts and culture in local communities and the difference it makes.
- Commitment to equality and inclusion.
- Good ability to use Microsoft 365 including word, teams and excel.
- Excellent prioritisation and organisational skills.
- Experience of producing/ delivering creative activities in unusual settings, events or projects.
- Experience of different evaluation techniques.

### Desirable

- Experience of fundraising including bid-writing.
- An understanding of community governance models (this could include being a member of a PTA, school governor, working for a not-for-profit, a local councillor).
- Experience of mentoring, coaching, working as a business advisor.
- Local resident of Barnet



## Conditions of Service

- Salary is £30,500 per annum pro rata (fixed term contract for 3 years, 3 days a week).
- Working week is 22.5 hours.
- This post will include out of office hours duties, such as evening meetings and events. These are considered to be part of your core commitment to artsdepot.
- Please note that a substantial amount of travel is expected from the post holder, requiring the use of your own vehicle or public transport.
- artsdepot operates an expenses system allowing travel and other appropriate expenses, within reason, to be claimed back on a monthly basis.
- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.
- You will be able to take 25 days annual leave (pro rata) excluding statutory public holidays.
- You will be expected to actively participate in the implementation of artsdepot's policies with regard to equal opportunities, safeguarding and health and safety.
- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time. This will not change the general character of the job or the level of responsibility outlined. Detailed terms and conditions will be outlined in the Employee Handbook.



Photos are from artsdepot activities between 2018 and 2020 including: **TogetherFest** and **The Storytelling Igloo**, and performances including: **Ready Steady Lift Off** by A Line Art, **8 Minutes** by Alexander Whitley Dance Company, Bromance by Barely Methodical Troupe and **All Wrapped Up** by Oily Cart.

Photography by **Katie Burse, Suzi Corker, Becky Dann, Johan Persson, Andrew Twesigye**