



Newham  
**Music**

**JOB DESCRIPTION**

**CREATIVE PRODUCER**

# Contents



Job Description & Employment Conditions	3
About Newham Music	4
Newham Music Values	5
Key Responsibilities	6
Person Specification	9
How to Apply	10

# Job Description & Employment Conditions

<b>Title of post:</b>	Creative Producer
<b>Accountable to:</b>	Creative Development Manager
<b>Hours:</b>	Full time (35 hours per week) including evening and weekends when required
<b>Term:</b>	Fixed term until 31 March 2026
<b>Location:</b>	Newham
<b>Salary:</b>	£31,000
<b>Holidays:</b>	28 days of annual leave plus public holidays.
<b>Application deadline:</b>	Monday, 13th March 2023, 8:00am

We are seeking a highly ambitious, creative and experienced person familiar with working in a multi-event environment. You will have a strong track record in developing and delivering high quality and inspiring artistic programmes in a company, venue or festival environment. You will demonstrate the ability to use available resources to play a key role in designing and curating an outstanding Live Events and Education programme building on Newham Music's reputation nationally.

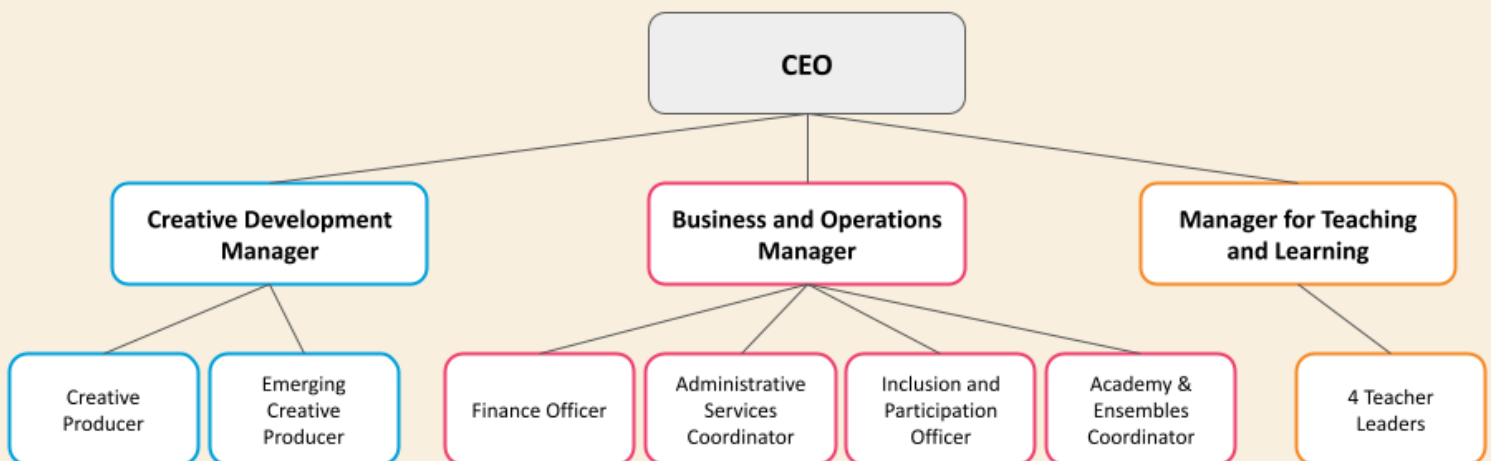
# About Newham Music

Newham Music is the nationally renowned and award-winning lead organisation for Newham Music Education Hub, working with children and young people, schools, community groups and cultural partners across the London borough of Newham. Over 21,000 children and young people are actively involved in music-making activities.

An award-winning charity, Newham Music has received the Diploma of Merit and the Incorporated Society of Musicians Award for Music Technology in Education from the National Music Council as well as Outstanding Musical Initiative at the national Music and Drama Teacher Awards for Excellence.

In November 2022, Arts Council England confirmed that Newham Music would become a National Portfolio Organisation from April 2023. As part of that investment, Newham Music is launching an ambitious new community music and arts venue in Westfield Stratford, the largest shopping centre in Europe. Newham Music Hub is an exciting social enterprise initiative in partnership with Westfield which will provide much-needed performance space for our young and emerging artists, showcasing their talents and increasing the visibility of the arts, culture and heritage across the diverse communities of Newham.

## The Team



# Newham Music Values

## Values

- **passion:** we believe in the fundamental power of music and the arts to transform lives;
- **inclusion:** we strive for inclusion and equity for all and recognise that our differences make us stronger;
- **innovation:** we seize opportunities to challenge boundaries, search for and welcome new ideas, new thinking and fresh approaches in all that we do;
- **collaboration:** we listen to and work with our people and our partners to ensure we are greater than the sum of our parts;
- **integrity:** we achieve our aims without compromising our commitment to honesty and integrity throughout our work.

## Equity, Diversity, Inclusion & Access

Newham Music is committed to achieving equity of opportunity for our community and staff ensuring that all understand and promote equity, diversity and inclusion.

As an organisation working in one of the most diverse areas of the UK, we particularly welcome applications from people who identify as working class, LGBTQIA+, deaf or disabled, care experienced, young carers, and people from South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma or Irish Traveller heritage or Latinx heritage. We also encourage people from Newham to apply.

We recognise that neurodiverse individuals may face barriers with the written application process and potential candidates are free to request additional support or alternative methods of application at any stage in the process.

## Safeguarding

Newham Music is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect everyone at Newham Music to share this commitment. We all have a responsibility to promote the welfare of all children and vulnerable adults and to keep them safe and are committed to practice in a way that protects them.

This role is subject to an enhanced DBS check and we will take up references prior to interview as part of our safer recruitment policy.

For further information regarding Newham Music's safeguarding procedures, please refer to our website [www.newham-music.org.uk/about-us/policies-procedures](http://www.newham-music.org.uk/about-us/policies-procedures).

# Key Responsibilities

## PROGRAMMING

- To assist the leadership team in all aspects of the curation and delivery of a music, arts and education programme that achieves targets around accessibility and artistic excellence in line with Newham Music's purpose and mission;
- To take a lead in identifying and programming a Live Events and Education programme in line with activities linked to ACE's strategy Let's Create and the work of Newham Music Education Hub;
- Within the parameters set by the Creative Development Manager, to proactively manage and have responsibility for all aspects of programme delivery, completion, and assessment, including presented productions, co-productions, collaborations, commissions, work in development, and special projects or one-off events;
- To support all aspects of the Newham Music Live Events and Education programme producing activity including budget forecasting, recruitment of creative teams including research, availability checks, negotiating terms and conditions and issuing contracts;
- To actively collaborate with the Newham Music Education team to ensure creative learning is central to programme activity in line with Newham Music's development plan;
- To support the Creative Development Manager in the opening of Newham Music Hub: Westfield to key artistic and entertainment partners including external festivals and to negotiate appropriately on Newham Music's behalf;
- To be responsible for contract negotiation, ensuring an effective, efficient booking process for education and event delivery from contract to completion, in line with targets set under the Let's Create strategy and Music Education Hub requirements;
- To provide post event reports and performance evaluations including audience data, media coverage, operational review and financial results in line with the strategic vision for Newham Music.

## DEVELOPMENT

- To conceive ideas that present opportunities for Newham Music to develop new audiences within a financially sustainable framework;
- To take a proactive lead in the research and development of Newham Music's Live Events and Education programme;
- To support and mentor new and emerging artists identified by Newham Music and to work with the Creative Development Manager to develop pathways for creative development of new artistic talent;
- To work closely with the Creative Development Manager in maintaining and developing relationships with existing and potential artistic partners;
- To research presenting opportunities by regularly viewing work at other venues and festivals and to keep abreast of new developments in the live events sector.

## COMMUNITY ENGAGEMENT

- To work with arts organisations and artists to manage and deliver activities and events that engage Newham residents in making, experiencing, curating or learning about arts, culture and creativity;
- To facilitate and develop methods of co-creation through which community members can take part in decision-making around commissioning and co-designing of activities;

# Key Responsibilities

- To listen to the needs and interests of local community groups and schools and design activities and programmes in ways that fit these needs, in order to produce engagement opportunities that are welcoming, inclusive and accessible;
- To facilitate community panels and steering groups with the support they need to make informed decisions about the direction of the Live Events and Education programme for Newham;
- To identify and contribute to increasing resources, opportunities, funding and partnership possibilities for the Live Events and Education programme across the borough.

## AUDIENCE DEVELOPMENT AND MARKETING

- To understand Newham Music's unique social enterprise model and work closely with the Creative Development Manager to identify existing and potential target funding for Newham Music's Live Events and Education programme;
- Liaise with Newham Music teams to consider audience development aims (both profile and volume) when creating Live Events and Education programme;
- To oversee the effective dissemination of all Live Events and Education programme information internally and monitoring Newham Music's key programme commitments;
- Contribute ideas to ensure effective marketing of the programme of education and events.

## BUDGETARY AND FINANCIAL RESPONSIBILITIES

- To draft budgets for Newham Music productions, co-productions, partnership projects, special events, and residencies;
- To participate in all necessary budgeting and re-forecasting work with the Creative Development Manager and Finance Officer;
- In co-operation with the Creative Development Manager to research and submit applications for relevant programme and project funding opportunities;
- To actively develop the Newham Music's Live Events and Education programme in a way that supports the achievement of income generation targets including sponsorship, donations, trusts and foundations and others.

## HEALTH AND SAFETY

- To ensure that Newham Music's equal opportunities policies and practices are fully reflected in all aspects of its artistic and education work;
- Contribute to and maintain highest standards in safeguarding, adhering to Newham Music's safeguarding requirements, H&S legislation, Newham Music's Health and Safety policy and all emergency equipment and procedures.

## GENERAL

- Work with the senior management team to consistently deliver exceptional stakeholder experiences;
- Engage in professional development (CPD) opportunities as advised by Creative Development Manager;
- Adhere to all of Newham Music's policies and procedures;
- Embrace and promote inclusivity and relevance throughout all aspects of work;

# Key Responsibilities

- Ensure that Newham Music's diversity aims are considered throughout the Live Events and Education programme;
- Ensure that Newham Music's values are applied to all areas of work and responsibility;
- Minimise Newham Music's environmental impact wherever possible;
- To participate as required in Newham Music's recruitment, selection, and interviewing procedures;
- Undertake such other duties as are commensurate with the grade of the post that may be required from time to time at the direction of the senior leadership.

## POST SUMMARY

The Creative Producer role is a key part of Newham Music's plan to increase capacity, not only to deliver on the activities we are committed to as a National Portfolio Organisation, but also to further support our work with children and young people, schools and communities across Newham to provide excellent musical and educational experiences which inspire and enrich their lives.

Reporting to and in conjunction with the Creative Development Manager, this key role will contribute to the research, initiation, development, identification, scheduling, financial negotiation, production, and presentation of an outstanding Live Events and Education programme in Newham.

We are looking for a creative self-starter who can embrace our vision and help support Newham Music on the next stage of its journey. You will have the ability to work fluidly in a fast-paced environment with confidence and skill, effectively managing the competing demands within an award-winning creative music hub. You will be passionate about supporting Newham Music's vision which is committed to excellence, creativity and collaboration.



# Person Specification

## SKILLS AND EXPERIENCE

- Demonstrable and proven experience of event, project and workshop management and delivery in the arts, education or a similar/complimentary environment
- Demonstrable knowledge and understanding of key issues, policies and current research in the areas of community arts, education and access to culture
- Experience of working with a diverse range of communities, ideally in cultural, community or charity contexts
- Experience of delivering community consultation, participation or co-creation projects, or other projects that are shaped and informed by schools and community participants
- Excellent relationship-building skills in a variety of contexts, for example with partner organisations, community members, schools, funders or other local stakeholders
- Excellent communication skills, including good listening, negotiation and advocacy skills
- Strong time-management and organisational skills, as well as an understanding of administrative processes
- Experience of drawing up partnership agreements, monitoring budgets and financial reporting
- A good level of digital literacy, especially office-based IT programmes
- Availability to work flexibly, including on some evenings, weekends and bank holidays, as required by the Live Events and Education programme.
- Knowledge of best practice around safeguarding and child protection
- Demonstrable understanding of and commitment to Equal Opportunities

## PERSONAL ATTRIBUTES

- A commitment to using cultural engagement to achieve social change
- A positive and enthusiastic attitude towards new ideas and input from the community, which focuses on making things happen and is solutions-focused.
- An enterprising mindset that shows initiative and flexibility, can manage multi-tasking and embraces change and development.
- An accessible and inclusive approach to community engagement that is welcoming and that relates to people from the community.
- Availability to travel around the borough of Newham as required for making connections, building partnerships, and delivering the Live Events and Education programme.

## DESIRABLE CRITERIA

- Experience of working with communities who encounter barriers to participation in culture or society more general, including as a result of language barriers or elements of deprivation.
- Experience of working with children and young people on engagement activities.
- Experience of working across multiple art forms.
- Experience of coordinating volunteers, artists, and/or casual or freelance staff.
- A good understanding of partnership working with organisations and individuals within and outside of the cultural sector.
- Good working knowledge of Newham, its cultural and social landscape,
- Knowledge and experience of monitoring and evaluation, including writing evaluation reports.
- Knowledge of social media platforms and how they can be used to strengthen community engagement.
- Experience of and commitment to robust safeguarding principles.

# How to Apply

## HOW TO APPLY

If you have any accessibility requirements for any stage of this application process, please do contact Jill Meredith-Hill at [jill.meredith@newham-music.org.uk](mailto:jill.meredith@newham-music.org.uk) or 020 3089 3214 to discuss how we can support your application.

If you have any questions or would like to arrange an informal discussion about the role, please contact [jill.meredith@newham-music.org.uk](mailto:jill.meredith@newham-music.org.uk).

To apply, please [complete the application form here](#).

## RECRUITMENT SCHEDULE

Applications open:	20 February 2023
Applications close:	Monday 13th March 8:00 am
Interviews:	Wednesday 15th March
Start date:	As soon as possible