



Newham
Music

JOB DESCRIPTION

EMERGING CREATIVE PRODUCER

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Job Description & Employment Conditions

Title of post:	Emerging Creative Producer
Accountable to:	Creative Producer
Hours:	0.6 FTE, 21 hours per week. We are open to discussing flexible work arrangements to accommodate the right candidates. Evening and weekend availability required.
Term:	One year, fixed term contract
Location:	Newham Music Hub, Westfield Stratford City
Salary:	£24,000 pro rata
Holidays:	25 days pro-rata holiday excluding statutory public holidays
Application deadline:	11:59pm Sunday 3 December

Emerging Creative Producers is a 12-month initiative turning our Newham Music Hub: Westfield into a cultural hub, activated by creatives supported by experienced mentors.

We are seeking three ambitious emerging creative professionals from Newham and surrounding areas taking the first steps into events management, content creation, and project delivery. You will have no more than three years experience in producing events or working in a venue or festival environment.

The Emerging Creative Producers (ECPs) will work with the Creative, Education, and Operations teams as well as with Newham Music's new and existing partnership organisations to actively engage local communities within the Newham Music Hub: Westfield. This will include devising and delivering creative programmes that run for the duration of their contract(s) and culminate with public performances and events.

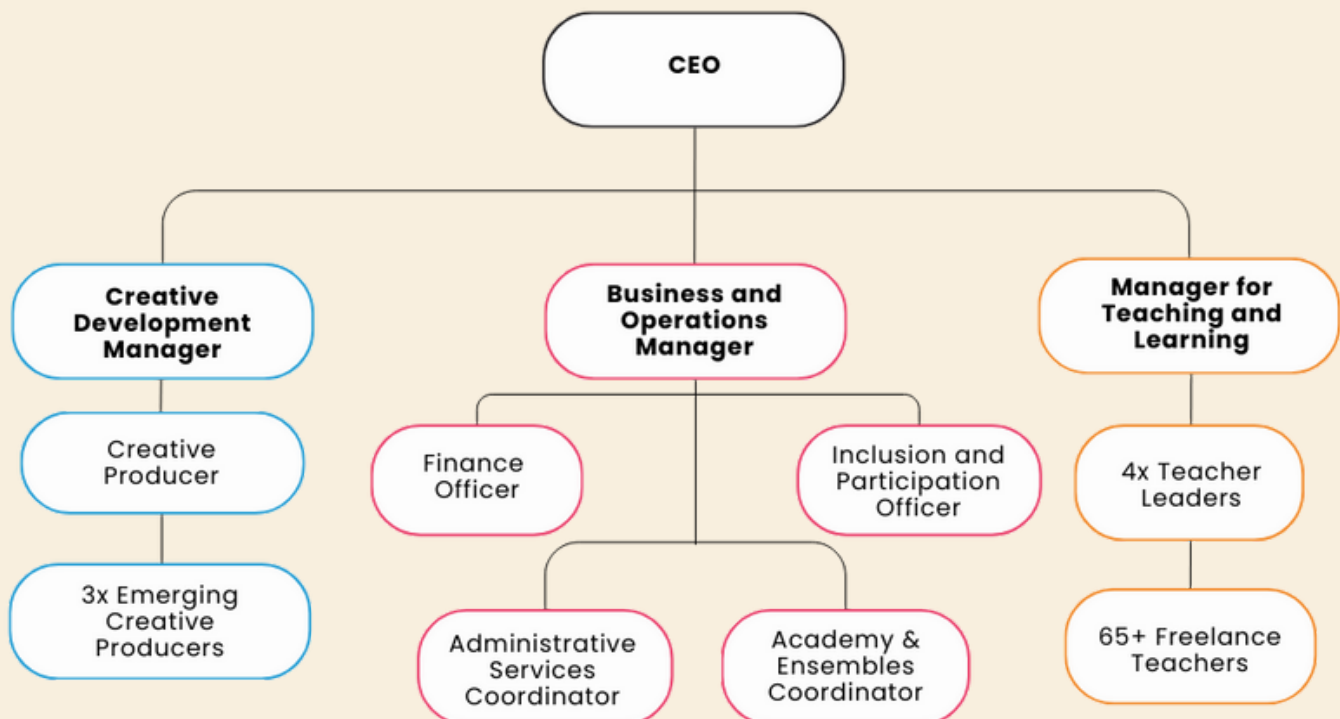
About Newham Music

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.

Key Responsibilities

PROJECT AND EVENT SUPPORT

- To assist the leadership team in all aspects of the curation and delivery of a vibrant, enjoyable, transformative, balanced, interdisciplinary music, arts and education programme that achieves targets around accessibility and artistic excellence in line with Newham Music's purpose and mission;
- To carry out administrative tasks as required to support all aspects of delivery, completion and assessment of special projects and one-off events including planning, administration, logistics, contracts, recruitment, and support on the ground
- To provide administrative support to the Creative Development Manager and Creative Producer in the opening and daily management of Newham Music Hub: Westfield
- Work with Newham Music teams to provide detailed 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.

COMMUNITY ENGAGEMENT

- To assist in the data collection and collation of feedback from community groups, partners, and audiences to produce evaluation reports measuring the impact of community activities
- To support the formation and delivery of community panels and steering groups through research, marketing and administrative tasks
- To support and facilitate methods of co-creation through which community members can take part in decision-making around commissioning and co-designing of activities;

YOUTH VOICE

- To support the Creative Producer in planning, organising and facilitating monthly Youth Ambassador sessions
- To liaise with young people and feeding back to inform future planning
- To support and encourage young people's participation across all Newham Music programmes and events

Key Responsibilities

COMMUNICATIONS/CONTENT CREATION

- Maintain accurate and up-to-date event listings and website information including drafting copy and sourcing images
- Maintain regular posting following house guidelines across Newham Music's social media channels (Facebook, Twitter, Instagram) and monitor and respond to public engagement via social media
- Create assets using Canva or other photo and video editing software
- Support fundraising efforts by providing project reports, marketing materials, and maintaining a bank of project-related copy for fundraising applications

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.
- 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.

Key Responsibilities

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/Creative Producer/Business and Operations Manager;
- Adhere to all of Newham Music's policies and procedures;
- Embrace and promote inclusivity and relevance throughout all aspects of work;
- 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

Based in the newly opened Newham Music Hub: Westfield within the popular Stratford shopping centre, the Emerging Creative Producer roles have been designed for people who are looking to jump-start their career path into the creative events industry and will benefit from on-the-job training and mentorship.

Emerging Creative Producers will support all aspects of project design, development and delivery across Newham Music's Live Events and Education Programme to inspire and excite Newham audiences and attract new ones.

Regular evening and weekend availability will be required.

Person Specification

SKILLS AND EXPERIENCE

- Good communication skills
- Ability to work in a team and independently
- Proficiency in MS Office and Google Suite
- General office administration

PERSONAL ATTRIBUTES

- Solutions-focussed approach
- Creative and innovative thinker
- Commitment to make a positive impact for communities in East London
- Desire for personal and professional development

DESIRABLE CRITERIA

- Experience and/or interest working with young people and/or marginalised communities
- Experience and/or interest working with local communities
- Background in music
- Administrative experience
- Familiar with East London - geography, demographics, characteristics, etc

CONDITIONS OF SERVICE

- 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 Newham Music
- 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 pro-rata holiday excluding statutory public holidays
- You will be expected to actively participate in the implementation of Newham Music'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
- Probationary period of 3 months
- Period of notice is 1 month
- Detailed terms and conditions will be outlined in the staff handbook.

How to Apply

HOW TO APPLY

If you have any accessibility requirements for any stage of this application process, please do contact Sarah Jones on sarah.jones@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 sarah.jones@newham-music.org.uk.

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

RECRUITMENT SCHEDULE

Applications open:	Monday 13th November
Applications close:	Monday 4th December
Interviews:	Wednesday 6th December
Start date:	January 2024 or as soon as possible