



Creative Producer for Start Thurrock

Recruitment Pack

Closing date:
**10am, Monday 14th
October 2024**



Start Thurrock
T 01375 531410
startthurrock.org





Creative Producer
Start Thurrock

£25,600 (£32,000 FTE) for 4 days per week

Part time, 0.8 FTE, fixed term contract to 31 March 2026

Contract may be extended subject to funding for future phases. We are committed to supporting flexible working conditions and hours.

Hours of work:

32 hours per week including a paid 30-minute lunch break. These hours can be delivered flexibly across the working week. Due to the nature of this role some evening and weekend work will be required, and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Location:

Start Thurrock office in Grays plus outreach work as needed.
Hybrid remote working will also be possible.

Holiday:

We offer a generous annual leave allowance of 33 days per annum including Bank Holidays, *pro-rated* for part time hours

Benefits:

Employer pension contributions

Employer:

Tilbury on the Thames Trust – Lead Organisation for Start Thurrock

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Part 1: About Us

Start Thurrock is a Creative People and Places programme funded by Arts Council England. We work with Thurrock residents to create brilliant arts and cultural experiences in places and spaces across Thurrock. With our support, residents take the lead in what creative activity and experiences happen here. Their ideas feed new and ambitious projects, commissions and events which leads to broader and deeper cultural engagement amongst our communities.

The Start Thurrock programme began in April 2023 and in our first full delivery year we achieved 29,000 engagements through projects and events we directly co-commissioned with residents and through innovative partnerships with creatives and cultural organisations, including NPOs.



We are proud to have organised inspirational trips for residents to see and experience professional work at festivals and theatres across our region and involved 70 residents on decision-making panels, selecting and commissioning artists and creatives to work in local communities.

Our work has included a new community play with site specific experts Teatro Vivo, contemporary circus performances at outdoor community events, a two-week Green Light programme packed full of workshops and tasters and a major public event at Lakeside Shopping Centre.

www.startthurrock.org



Start Thurrock is hosted by Tilbury on the Thames Trust as lead organisation with support from Thurrock Council, Thurrock Lifestyle Solutions CIC, Thurrock CVS and the Royal Opera House who form our Core Consortium.

Our ambitions are supported by Arts Council England through to March 2026 with planning underway to apply for funds to extend Start Thurrock to March 2029.

About Creative People and Places

Creative People and Places is a national action learning programme funded by Arts Council England. It's about more people taking the lead in choosing, creating and taking part in exciting art experiences in the places where they live. It focuses on parts of the country where involvement in arts and culture is significantly below the national average.

About Thurrock

Thurrock is located on the north shore of the River Thames, a short distance from the east of London, and Essex to the north and east. Thurrock's location includes towns and villages surrounded by acres of parks, countryside and heritage sites. Urban centres are a vibrant mix of established towns and new young communities, with a diverse and growing population of around 160,000 residents. Our location as the fulcrum of the Thames Estuary – Gateway to the Globe - underpins major investments in regeneration, infrastructure and industry.

Nationally significant cultural organisations and artists coexist with emerging creative practitioners and a vibrant amateur sector to develop talent and serve diverse audiences. High House Production Park is an international centre of creative and cultural excellence and learning. Our heritage assets and maritime industry connect to a global narrative of trade and migration. We are a nexus for Creative and Cultural Industries within the Thames Estuary Production Corridor, a sector which generates skilled jobs and productivity across the UK.



Part 2: About the Role

We are seeking a Creative Producer to join us at a pivotal moment as we deliver an ambitious programme in 2025 and shape future phases of the community-led Start Thurrock programme.

Your remit will be to support the Creative Director in the delivery of the Start Thurrock programme, leading on project strands and programming exciting and ambitious cultural work that focus on increasing cultural engagement across the Borough responding to demand, whilst raising aspirations and expectations.

We are looking for an exceptional creative thinker and enabler with the ability to provide strong, ambitious and imaginative leadership needed for Start Thurrock.



You will have experience of project management within the cultural sector, an awareness of current creative and cultural industry practice and of managing artists to implement a creative vision in true collaboration with the public, and the Start Thurrock delivery team.

You will have the ability to work with a range of partners and communities, demonstrating sensitivity and respect, and responding to community needs and interests. You will believe passionately in the value of art and culture in people's lives and want to make a difference.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to apply for this opportunity.



Job Description

Job Title:	Creative Producer
Reporting to:	Creative Director
General purpose: Support the Creative Director to devise and deliver an innovative and relevant community-led cultural programme, ensuring residents in Thurrock have access to opportunities to lead, create and experience high-quality arts and culture. Take responsibility for producing activity, working collaboratively with Start Thurrock Engagement Producers and in partnership with organisations and communities to deliver unique participation and engagement projects, including small-scale, place-based commissions, programming exciting taster activities through to large-scale public events.	

Key responsibilities:

Artistic Programming and Producing

- Use specialist and diverse artform expertise to develop and attract outstanding new artistic work to Thurrock. Bring up to date sector developments and current creative practice to the programme and share across the Delivery Team.
- Work with the Creative Director and Executive Director to agree all projects and creative and artistic appointments.
- Oversee new creative commissions, projects and events, taking lead responsibility for schedules, logistics, artist contracting and supervision, and work with Engagement Producers to ensure community engagement strategies are strongly aligned.
- Take lead responsibility in devising and delivering cultural trips and visits to a range of artforms that will inspire ideas about work that can be seeded or toured to Thurrock. Work with Engagement Producers to support community uptake.
- Bring a strong commitment to Equality, Diversity and Inclusion, ensuring the Start Thurrock programme is inclusive and reflects the diversity of our communities.



Project Management

- Oversee all project management and administration, production, evaluation and data collection tasks required to deliver the Start Thurrock programme.
- Under the direction of the Executive Director, provide support, advice and guidance to community and voluntary groups in Thurrock who are delivering new creative activity and events as part of Start Thurrock's Creative Community Support programme. Support groups with budgeting, planning, appointing artists, marketing and data collection.

Relationship Management

- In collaboration with and under the direction of the Creative Director, provide specialist support, advice and guidance to projects and events delivered in partnership with local, regional and national creative and cultural organisations.
- Build and maintain respectful relationships with partner organisations. Cultivate and maintain meaningful and trustful relationships with communities.

Marketing and Communications

- Contribute to the development of marketing and communications campaigns.

Financial Management

- At the direction of the Executive Director, manage parts of the Start Thurrock budget. Monitor spend, comply with organisational financial processes and procedures and provide updates and reports as required.

Operational

- Support the Executive Director and Engagement Producers to coordinate volunteers who support the Start Thurrock delivery programme.
- Work with the Start Thurrock delivery team to ensure environmental sustainability is built into programme delivery.

Evaluation and Monitoring

- Work with the Executive Director to deliver the Start Thurrock evaluation framework, including ensuring artist, audience and participant data via a range of processes and



systems are collected in line with Arts Council England requirements, and contribute towards quarterly and annual reporting. Contribute to national Creative People and Places evaluations and action research, providing project updates, reflective review and submitting case studies as required.

Other

- Act as an advocate for Start Thurrock, and its mission and values, representing the programme at local, regional and national events and networking opportunities as appropriate.
- Deputise, where necessary, for the Creative Director, at meetings and events.
- Undertake training as identified and agreed with the Executive Director.
- Carry out all duties in accordance with appropriate internal and statutory procedures and policies.
- Undertake any other duties which might reasonably be deemed to be within the status of the job and appropriate to the post.

Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours. Due to the nature of the CPPs, remote working and hot desking at various Thurrock community and cultural spaces may be required.

Person Specification

Experience	
Essential	Desirable
• Experience of working in the cultural sector • Experience of devising and delivering creative and cultural programmes and projects for a range of audiences and communities • Track record of commissioning and managing artists and freelancers	• Experience of producing projects that involve multiple partners, including partners who are not from the creative and cultural sector • Experience of co-production of arts projects with communities • Experience of working across multiple art forms • Experience of working with/in an Arts Council England regularly funded organisation/programme



Skills	
Essential	Desirable
• Excellent project management skills including budgeting and budget management • Excellent written and verbal communications skills, including influencing, negotiations and advocacy	• Ability to diplomatically negotiate across diverse stakeholders, sectors and communities and foster a collaborative and cooperative environment for creative activity to happen
Knowledge	
Essential	Desirable
• An understanding of creative practices and experience of working with artists, creative practitioners and organisations • An understanding of aims and objectives of Creative People and Place projects	• An understanding of the UK creative and cultural ecology • Awareness and understanding of safeguarding and GDPR legislation and practice
Personal Qualities	
Essential	Desirable
• Able to work under pressure, multitask and to set and meet strict deadlines • Effective team worker • Diplomatic and sensitive	
Other	
Essential	Desirable
• A demonstrable commitment to equality, diversity and inclusion	• Driving Licence



Part 3: Recruitment Process

To apply for the Creative Producer role, please complete our online application form:

[Creative Producer Application Form](#)

We operate a fair and equitable recruitment process including anonymised shortlisting

If you require any adjustments to the application process, please contact info@startthurrock.org

For an informal discussion about this role, please contact info@startthurrock.org

Closing date for applications: 10am, Monday 14th October 2024

Shortlisted applicants will be contacted by **Thursday 17th October 2024** and invited to interview.

Interviews will take place on **Monday 21st October 2024** at the Thameside Complex, Grays, RM17 5DX

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