

Programmes Producer, Creative Dundee

7 months fixed term, covering maternity leave.
Part-time 4 day week, or flexible. Employed role.



About Creative Dundee:

Creative Dundee is a creative network organisation which supports creative talent to base, grow and sustain their practice in and around Dundee, by connecting and amplifying the city's creativity.

We lead projects which generate local, national and international opportunities for people and the city – we exist to support the city's strong creative ecology. Examples of the types of projects we lead include our **Amps** supporters initiative; the crowdsourced guide, **99 Things to See and Do** in Dundee; and developing **Dundee's Creative Industries Strategy 2017-2021**. Our events programme includes popular regular nights, **Pecha Kucha Night** and **Dundee Soup**, and a range of **programme activities** which we collaborate with partner organisations to deliver.

Creative Dundee joined Creative Scotland's Regularly Funded Organisation network, which supports our ambitious programme of work from 2018 – 2021. As a responsive social enterprise, we also generate income through our trading activities.

- The organisation is now looking for a passionate and committed individual, who is ready to take on this exciting role within a small, high performing team. As 'super connectors' and a vital part of the city's cultural infrastructure, Creative Dundee builds the city's social capital, linking people with opportunities and embracing new ways of working, to empower the development of thriving sustainable creative businesses and healthy communities.

More details about Creative Dundee's work, team and background can be found on our website: www.creativedundee.com/about

Role:

Responsible for developing and delivering Creative Dundee's existing programme of activities, working with the Director at a strategic level to ensure our work complements and enhances initiatives, such as Dundee's Creative Industries Strategy 2017 - 2021; UNESCO City of Design, Dundee; the city's cultural strategy and other national projects.

- Assist the Director to grow Creative Dundee's network and events programme which meets the needs of the creative community, the wider city and Creative Dundee's organisational objectives.
- Co-ordinate programmes and events – organise venues and suppliers – sourcing locally sourced contractors where possible.
- Develop and maintain project management documents which include all event details and can be shared with staff and project partners.
- Liaise with speakers and attendees to ensure they are well informed, confident and connected.
- Handle administration and marketing duties such as event bookings and registration and develop relevant content to projects being undertaken by the Producer.

- Develop event feedback tools such as live audits, and review projects so that Creative Dundee can monitor its programme effectiveness.
- Build partnerships with existing and new organisations as well as individuals to inform them of Creative Dundee's work and enable new connections to evolve – such as building bridges with new local communities and developing partnership opportunities.
- Deputise on behalf of the Director on occasion in relation to operational work, such as attending meetings or events, or other activities agreed in advance – present information to partners at meetings on our activities when appropriate.

Key focus over the next 7 months:

- Support the practical delivery of a range of high quality events over the contract period – taking the lead in co-ordinating the Amps events and activities programme.
- Lead and co-ordinate the development of the Amps network – maintaining and growing the community of supporters, including reaching out to new businesses – with support from the Team Administrator.
- Provide feedback, produce reports and contribute ideas to help design new Creative Dundee projects and events.
- Ensure the dissemination and promotion of the organisation's value, outputs and impacts to the local creative/cultural sectors, with audiences and partners while delivering events or attending meetings.

Experience and requirements:

The Programmes Producer will thrive on maintaining and building useful connections and networks and will have:

- A strong interest and appreciation of creative/cultural activities, with an understanding of Dundee's creative scene.
- Demonstrable experience of scoping, commissioning and working with various partners to design and deliver events and projects around the creative industries within the cultural sector.
- Public speaking experience, with the ability to present ideas/information succinctly to multiple different audiences.
- Demonstrable evidence of working efficiently to tight deadlines and within a small high performing team.
- Excellent project management skills and tools as well as excellent general IT skills.

Personal attributes:

Experience in the following areas would be highly desirable:

Facilitation:

- An adept and confident networker, across a breadth of sectors relevant to the team.
- Enthusiastic, people-focused and self motivated approach to connecting people together or with relevant opportunities.
- A confident communicator - uses effective and appropriate communication styles to present ideas with clarity and focus, both written and orally.

**Organisation:**

- Proactive attitude – works autonomously, with a strong attention to detail and experience of organising and prioritising duties in order to complete a specific project.
- Adaptable – flexible in approach and able to react and adapt appropriately to change at work.
- Innovative – identifies and implements new ways of solving problems.

Impact:

- Intellectually curious – interested in current trends and future practice in community and creative/cultural areas and how these could be translated into our future programme content.
- Judgement – displaying sensitivity, diplomacy and tact when dealing with internal and external partners.
- Results driven and output focused – able to deliver with a high level of quality and accuracy within deadlines.

Employment terms:

Seven month, part-time employment contract. The post holder will be subject to a formal probationary period of 3 months.

Location: Based at Creative Dundee, which is part of a co-working space within The Vision Building.

Working hours: 28 hours per week, over 4 days, working flexibly around occasional evenings/ weekends as required – time will be covered in lieu. Other work patterns will be considered.

Holidays: Holidays for 4 days employment are 21 days (pro-rata), plus public holidays. Pension contribution and annual training allowance.

Salary: Annual salary for 4 days employment is £26,780. This post is for 7 months.

Application Process:

Applicants should send a CV and covering letter outlining relevant experience (or for more information) to Creative Dundee's Chair of the Board, Gill Donoghue to: board@creativedundee.com

Deadline: 5pm, Monday 27th May 2019.

Interviews: expected to take place on Wednesday 5th June 2019.