



Post Title:	Community Producer (The Garage)
Salary:	£24,000 to £28,000 (pro rata)
Hours:	20 hours (0.5)
Contract Type:	Fixed Term - 3 years
Location:	Norwich
Reporting to:	Executive Producer
Leave:	Pro Rata of FTE 20 days + Bank Holidays
Responsible for:	N/A

Purpose: To facilitate and produce Arts Projects Co-Designed and Co-Produced with targeted local communities

To express interest: To be considered for this position, please email your completed application form and a cover letter (no longer than one side of A4) detailing your interest in the post and how you feel you meet the specification to **Kirsty Reed** (kirsty.reed@thegarage.org.uk) by 5pm Wednesday 14 July 2021. CVs will not be accepted without a completed application form. Interviews will be held Wednesday 21 July 2021 at The Garage, Norwich.

We seek to employ the most skilled candidate for every job and treat all employees and job applicants equally throughout the selection process. All employees or potential employees will receive support if needed and adjustments made and will be considered based on their merits and suitability for the post measured against the job description and person specification

We encourage applications from all backgrounds and communities and are committed to supporting the diversification of the Creative Industries. We actively encourage applications from people who consider themselves to be part of minority groups. We are committed to equality and diversity within our workforce and all opportunities provided by the Garage Trust Limited.

Disabled people, those from Black, Asian and minority ethnic backgrounds, are under-represented in our workforce, so we particularly encourage applications from people in these groups.

A place where we can ALL be ourselves #EqualityatTheGarageTrust
The Garage Trust is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit.

Please note, this post will be subject to Enhanced Disclosure and Barring Service check

ABOUT THIS POST:

The Community Producer will support the delivery of the organisation's Inclusion and Diversity activity. The post holder will lead on the facilitation of Co-Design and Co-Produced Arts-based project with targeted local communities and will report to the Executive Producer.

RESPONSIBILITIES AND DUTIES:

- Work with the Executive Team to identify a ward or neighbourhood as a focus for the projects
- Conduct research in the local area to identify existing arts infrastructure and activities and make contact with venues, groups, organisations and individuals who can help make the project happen
- Listen to local voices and work with key stakeholders to identify needs within communities and work with key stakeholders on the vision and goals for art-based projects that address these needs
- Plan, deliver, facilitate and Co-Produce (with the community) arts activity to achieve the vision and goals that address identified needs – using a cultural co-design approach where possible
- Commission support from professional artists – using cultural co-design approach where possible
- Create a 'Focus of enquiry' question, linked to each of the project's visions, to gather evidence of the difference the projects will make and decide with a community steering group how the information will be captured
- Provide a range of opportunities for people to take part – as participants, audience members, steering group members, technical or event management support etc
- Ensure monitoring and impact evidence is captured, collated, reported and shared
- Provide opportunities for local people to showcase their achievements
- Work with the evaluation team to reflect on and share learning within the organisation and the wider sector

Strategic Development

- Support the development of The Garage's Co-Design Strategy across the organisation

Administration & General Duties:

- Ensure all tasks are delivered within pre-determined budgets
- Provide reports as required for the Evaluation Team, Executive Director & Board of Trustees
- Contribute to regular team meetings.
- Filing of digital resources
- Incorporate and comply with The Garage's Equal Opportunities Policy, Code of Conduct and Child Protection Policy into all areas of work.
- Undertake duties that relate to the smooth running of The Garage as requested from time to time.

PERSON SPECIFICATION

	Essential	Desirable
Attitude	<ul style="list-style-type: none"> • An innovative and open-minded approach to the facilitation of Arts projects • Resourceful approach to problem-solving • Flexible and adaptable • Creative and innovative • Proactive and dynamic • Demonstrates initiative and personal workload management • A positive team player, supportive of colleagues • Willing to be flexible with working hours • A passion for inclusivity and diversification • A passion for using the arts to bring about social change • An appreciation of Reflective Practice 	<ul style="list-style-type: none"> • Can demonstrate a commitment to the aims and objectives of The Garage Trust and its projects
Skills	<ul style="list-style-type: none"> • Facilitation of a variety of groups – different ages, backgrounds, circumstances • Project Management • Budgeting • Fundraising • An understanding of impact evidence, gathering, collating, reporting • A proven track record in the delivery of arts-based projects in community settings • Time management skills and the ability to cope with several projects at a time • Ability to share information, provide feedback and give and receive constructive criticism between colleagues • Being open to feedback and willing to make changes • A flexible approach when working in a team 	<ul style="list-style-type: none"> • Knowledge of working in a busy arts and/or education environment • A degree or relevant qualification in the arts/project management/events • Knowledge and experience of Arts-Based or Cultural Co-Design • Teaching or facilitation qualification

	<ul style="list-style-type: none">• Knowledge of a variety of challenging circumstances communities face	
--	--	--

We are looking for someone who has a passion for Inclusivity and Diversity and the skills to work creatively with communities to help bring about social change.

The ideal candidate will be a strong facilitator who is able to engage people in creative activity, help communities to identify needs and facilitate ideas into arts-based activities that address the identified need.

The role requires a flexible and open-minded approach, with the ability to identify, support and facilitate a variety of potential arts projects and training needs within the community

The ideal candidate will be a highly organised, committed and enthusiastic individual, comfortable working with people who face a variety of challenges, flexible in their approach to tasks and have bags of initiative.

For information on the Co-Design Approach we are looking to implement, please read the 'Connecting Communities to Culture' Year 2 Evaluation Report, which can be downloaded with the application documents.

Please note that the successful candidate will be required to undertake an enhanced Criminal Records Bureau check. An employment offer will only be made where a candidate is suitable to work with children and vulnerable adults, in line with The Garage's Child Protection policy.

How to apply:

Download an application form from our Work with Us page on our website; this can be found under this role's post.

www.thegarage.org.uk

Please send completed applications to:

Kirsty Reed,
The Garage,
14 Chapel Field North,
Norwich, Norfolk,
NR2 1NY

OR

E: kirsty.reed@thegarage.org.uk

Application deadline: 5pm Wednesday 14 July 2021

Interviews: Wednesday 21 July 2021