

Freelance Producer (Learning & Engagement)

Freelance brief – September to December 2021

About Us

[Richmond Arts Service](#) aims to foster creativity and enjoyment of the arts, enable people to reflect on their lives, and develop new ways of seeing the world. We bring thought-provoking art to the Borough and cultivate a network of individuals, organisations and programmes that nourishes the arts, local organisations, and communities. We nurture wellbeing and a lifelong love of the arts, focussing our work on children and young people, creating opportunities to share learning between generations.

We develop and facilitate a programme of high quality and accessible arts events, festivals and exhibitions for residents and visitors across Richmond and online. The service also programmes the Borough's main visual arts venue, [Orleans House Gallery](#).

Richmond Arts Service Vision 2021-24 is attached as an appendix to this brief.

The brief

We are looking for an experienced producer to advise us on and develop options for the 2022/23 Learning and Engagement programme for Richmond Arts Service. The producer will build on the existing three-year framework working closely with the Programming Team to provide a detailed programme of delivery for April 2022 to March 2023. The producer will research and advise on new opportunities, artists, and partners to support the strategic vision of the service.

The work needs to be completed by January 2022.

Key outputs include:

- Design of the 2022/23 Richmond Arts Service Learning and Engagement programme, with a specific focus on:
 - Children & Families at Orleans House Gallery
 - Formal Education programme
 - Creative Careers and opportunities for young people
 - Interpretation at Orleans House Gallery (e.g. tours)
- Use the existing three-year programme framework, audience development plan, and L&E principles to guide this work
- Carry out consultation and front-end evaluation with current and prospective audiences and community partners to inform programme decision making
- Produce key documents to support the implementation of the programme, including programme overviews, project management documents, budgets, marketing & comms plans, and evaluation plans
- Create a shortlist of artists to approach for delivery of the programme areas
- Liaise with the Programme & Partnerships Manager, Programmer (Artist Development), Programmer (Exhibitions & Collections) and Arts Officers in the development of the programme
- Work closely with the Programmer (Exhibitions & Collections) on the development of a family focused exhibition for Orleans House Gallery

We are open to hybrid ways of working but expect the successful candidate to be in Richmond at points between September to December to consult with audiences and communities, meet with staff, and understand delivery parameters.

Fee

The fee of £9,000 available for this work

There is an activity budget of £1,000 to support delivery of this work e.g. consultation and evaluation.

About you

You will have:

- Experience of creating new innovative arts programmes with participation at the core
- Knowledge of current best innovative practice in cultural development, public participation, and creative programming
- A strong understanding of audience development, including the diversification of audiences
- Experience of consulting with communities, stakeholders, and partners
- Experience of programme evaluation
- Knowledge of marketing and comms, including public facing campaigns
- Strong project management and organisation skills and experience of delivering similar projects
- Excellent communication skills, both oral and written, and good interpersonal skills

Key dates

- Deadline for applications: 3 August 2021
- Interviews: W/C 9 August 2021
- Contract issued: W/C 16 August 2021
- Role kick-off meeting with Programming Team: W/C 23 August (date TBC)
- Contract ends: January 2021

How to apply

The deadline for applications is 5pm, Tuesday 3 August 2021

Applications should include the following:

- A methodology which outlines your approach to the project and gives a clear indication of how you will achieve the outputs
- A budget – how you would use the budget to achieve your proposed ideas, including an indication of fees
- A summary of previous experience and/or a CV
- Two references

We will be shortlisting applicants on the following criteria:

- How you meet the criteria for the role outlined in the 'About you' section
- Alignment with our vision and values
- Strength and feasibility of methodology

Please send applications to Beatrice McDermott, Programme & Partnerships Manager
beatrice.mcdermott@richmondandwandsworth.gov.uk

We are committed to making the application processes as accessible as possible. If we can provide you information in a different format or you have any questions regarding this opportunity, please contact Beatrice.