



SIGNAL
FILM & MEDIA

JOB ROLE

Project Producer



SALARY	£28,000 - £30,000 FTE for 2 year Fixed Term Contract
HOURS	1 x full time (37.5hrs) or 2 x part time (18.75hrs) posts, initial two-year contract
BENEFITS	35 days per year holidays (including bank hols) & personal wellbeing budget
LOCATION	Cooke's Studios, 102-104 Abbey Road, Barrow-in-Furness, LA14 5QR / Remote Working
REPORTS TO	Programme Manager
DIRECT REPORTS	Community Producer

Primary Purpose of Role

You will lead on the delivery of our Arts Council National Portfolio Organisation programme of digital arts engagement, providing high quality digital media and cultural experiences including artist residencies, participatory commissions, workshops and exhibitions.

You will be confident in co-creating projects with participants from a wide range of backgrounds and will ensure the activities arranged achieve required outputs and outcomes and are delivered on time and within budget.

Alongside the NPO programme, in a full time role you would also be responsible for producing our 'Lives Through the Lens' National Lottery Heritage Fund supported learning and engagement programme.



Key Duties & Responsibilities

- Develop and co-create a range of engaging, accessible, relevant and inclusive digital arts and heritage activities
- Design and delivery of various projects comprising our annual NPO/NLHF-funded Digital Arts and Heritage Programme, within timeframes, on budget and achieving outcome/outputs
- Build warm and supportive relationships with beneficiaries, colleagues, stakeholders and project partners
- Liaise with, contract and support externally commissioned artists & tutors to ensure activities meet the desired outcomes
- Effectively manage and develop our Community Producer
- Create content for and oversee promotion of project activities in collaboration with our recruitment and marketing manager, including on Signal Film & Media's website, across online networks and social media
- Responsible for preparing and implementing appropriate monitoring and evaluation to track and report against project outputs and outcomes

Person Specification

- An understanding and ability to articulate the value of arts, culture and heritage in our society and local community
- A flexible and proactive approach to work, with the ability to work both independently and within a team as required
- Passion and enthusiasm for art, heritage and digital interpretation
- Dedication to making arts, cultural and heritage activities more engaging, accessible & inclusive
- Commitment to compliance with safeguarding, health and safety and other policies.
- A willingness to work occasional evenings and weekends

Skills and Experience

- Experience producing/project managing in an Arts, Museum, Gallery or Education setting.
- Experience delivering engaging and creative learning activities
- Experience working with partners, artists and creative practitioners to deliver engaging, accessible activities
- Ability to lead empowering, kind and productive outreach in community contexts including with diverse and hard to reach groups
- Experience working in a fast-paced environment and reacting proactively to changing situations
- Demonstrable experience of your marketing skills to engage new and hard to reach audiences across online networks, social media, and via community and local business groups
- Ability to write compelling and comprehensive reports including interpreting evaluation data
- Excellent interpersonal and communication skills
- Excellent planning, organisational and administrative skills
- Good digital and IT skills
- An awareness of the importance of environmental sustainability, safeguarding, equality and diversity, privacy and following relevant legislation

Eligibility

- Applicants must have the right to work in the UK
- Anyone appointed will be subject to:
 - ✓ A DBS check
 - ✓ Reference checks
 - ✓ Completion of safeguarding training and induction