

Culture Creative

Produce

Background

Culture Creative [CCL] produce predominately site-specific work for art, cultural, and outdoor events. We operate worldwide, and work with Sony Music to deliver winter festival illuminated experiences. We are expanding at a significant rate and looking for a highly motivated Producer to join our Events Team. Working alongside our producing and production teams on a variety of existing and new projects in addition to our winter programme of events, and on the development of creative ideas.

Role Details

The Producer will be part of a wider producing and production team looking at the creative elements and delivery of events for CCL. They will contribute towards a coherent and seamless delivery of events across the business. Ensuring that these projects are compliant with health and safety legislation.

They will be responsible for:

- The delivery of events / projects from planning through to delivery on-site.
- Developing new ideas for event delivery.
- Supporting the Senior Team in the management of freelance associate teams working on a variety of trails; ensuring KPIs are met.
- Developing new business: Looking for opportunities, responding to enquiries and creating proposals.

This is a full-time, permanent, salaried post based in our Northumberland office with the option for the right candidate to be a home-worker.

The salary offered for this role is c. £32,500, depending on experience.

The post holder will be line-managed by the Director of Events (DoE).

Candidate Profile

The ideal candidate will have a good understanding and knowledge of the events sector. They will have experience of event delivery across the board, from conception through to delivery, including maximising commercial opportunities and sharing good practice.

Ideally they will:

- Have experience of successfully producing and managing cultural / heritage events.
- Be able to demonstrate successful and safe management of projects and events that reach consistently excellent standards of visitor experience across a range of sites.
- Be an audience first person who understands what it takes to make exceptional events and cultural projects happen.
- Have experience of working within sensitive venues such as historic landscapes or botanical gardens and understand the complexities that this brings to event delivery.

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Personality Profile

Culture Creative operates worldwide. We have a small core team of permanent staff and employ a large number of contractors and freelancers each year to deliver our projects. Despite being from a variety of backgrounds and cultures, with differing levels of experience, seniorities and personalities, we expect everyone in Culture Creative to have one thing in common: that they are deeply passionate about what they do.

In addition, they need to be:

- A key player in an organisation with a strong team culture, and able to work with associate freelancers in multiple locations.
- An excellent communicator who can work alongside external partners and internal business teams.
- A natural motivator, who can work on multiple venue projects simultaneously.
- A person who thrives in a challenging, fast-paced and high-pressure environment.
- A person who can demonstrate experience in sound and prompt decision-making.
- A person who is facilitative and able to work across functional and stakeholder groups.

Job Description

- Work with our promoting partners to explore new venue opportunities. For this to include:
 - Attending site visits as required
 - Completing feasibility work, including the mapping out of a potential route.
 - Recording photos, notes, questionnaires and route plan on One Drive.
- To take on the role of Associate Producer for specified Christmas@ (C@), Halloween@ (H@) and Lightscape@ (L@) projects.
- To take on the role of Project Manager for any CCL events outside the C@,H@, L@ series, as agreed with the Director of Events. To include:
 - Chairing weekly Work in Progress meetings for core members of the project team.
 - Ensuring the information flow between teams within CCL and that work programme KPIs are being met.
 - Reporting to Senior Management if any concerns are raised regarding deliverability or KPIs for the project.
- Take responsibility for the onboarding of new associate team members, ensuring that processes / documentation / templates are understood.
- Routinely review Event Department processes to ensure they are up-to-date and relevant.
- Work up new events and projects, in collaboration with the production team and the Senior Producer.
- Work alongside freelancers and additional resource to deliver our programmes.
- Be familiar with event financial targets and work with the DoE and Finance Manager to manage content and event budgets.
- Develop and maintain key contacts e.g. creative practitioners, live performers etc.
- Take responsibility for set national projects such as planning permission applications (liaison with venue and relevant CCL teams) and ecology visits.

Skills Required

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- Strong written and verbal communication and organisational skills.
- A proven track record in cultural delivery, with an understanding of this in the context of commercial events.
- Creative flair.
- The ability to drive a team to deliver high quality and consistent work.
- A pro-active approach to new creative opportunities.
- Significant industry experience.
- An enthusiastic approach to liaising with clients.
- Articulate and numerate with the ability to absorb large amounts of diverse information and identify salient points with accuracy and speed.
- In depth understanding of event related health and safety legislation.
- The ability to communicate and manage third party suppliers, sub-contractors and performers.
- The post-holder will be expected to travel and have their own transport.

How to Apply

If you are interested in applying for this new role, please submit an up-to-date CV and covering letter of no more than two sides of A4 outlining why you would like to work with us and demonstrating how your skills and experience meet the requirements of the role.

Please include details of your notice period in your application (if applicable) and any access requirements you have in order to attend an online interview. Please email your application to jobs@culturecreative.co.uk by 5pm on Friday 19th April with the job title in the subject line.

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