

Background

Culture Creative [CCL] produce predominately site-specific work for arts, 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 Projects Producer to work within our Creative Team on a variety of existing projects in addition to our winter programme of events, and on the development of creative ideas.

Role Details:

The Projects Producer will be part of a wider programming team looking at the creative elements and delivery of events for CCL.

Our Project Producer makes things happen; they sit between the creative vision and the operational process in a project. Orchestrating ideas, resources, people and participants they turn the seed of an idea into reality.

They will be a key part of the team for:

- Implementation of existing and newly developed plans
- Creating content for our events
- Developing new creative ideas for our events
- Delivering the best audience experiences at our events
- Programme development.
- Development of audience participation elements at our events

This is a full-time salaried post based in our Northumberland office. Home working will be considered for an exceptional candidate.

The salary offered for this role is circa £30,000, depending on experience.

Candidate Profile:

The ideal candidate will have experience of creating content and new ideas for cultural projects. They will have a good understanding and knowledge of the events sector.

Ideally they will:

- Have experience of successfully programming cultural events
- Be an 'audience first' person who understands what it takes to make exceptional events and cultural projects happen

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 different 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
- 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
- Able to work within multiple venue projects simultaneously
- A person who thrives in a challenging, fast-paced and high-pressure environment

Culture Creative

Projects Producer

Key Deliverables for Projects Producer:

- Contribute to the development of new events and projects alongside clients and venues
- Assist with the implementation of existing and newly developed plans
- Create content for events and projects in a variety of medium including engagement and participation
- Work alongside artists, freelancers and other stakeholders in the delivery of our events
- Research new work and creative ideas
- Be aware of market trends and opportunities
- Produce high quality programmes, driven by new and exciting content as well as key themes/trends in the industry
 - ▶ creating new work
 - ▶ working with artists and existing work
- Focus on delivering a quality experience for all audiences at our events
- Ensure on-time delivery of event content and information for key marketing milestones and associated digital, and physical marketing campaigns
- Create new, interactive features and formats that add considerable value to events
- Provide creative input and producing support in the delivery of new content
 - ▶ Work with the Senior Content Producer regarding content management
 - ▶ Provide details to assist with all contracting of the content presented
 - ▶ Support the Financial Management aspects of content development and delivery
 - ▶ Liaise with technical production both at core and site level
 - ▶ Ensure content plans are communicated across all functions
- Be familiar with all creative budgets and work with the Senior Content Producer to manage content within these boundaries
- Assist in improving standards of content management
- Maintain other key contacts e.g. venue partners, artists and creative practitioners.
- Be part of a team of producers developing work world-wide, understand how touring work can be used internationally.

Skills Required:

The Projects Producer requires a wide range of abilities including:

- Strong written and verbal communication skills
- Experience of working in creative disciplines
- An understanding of creative processes
- An appreciation and understanding of technical processes
- A proven track record in cultural programming
- The ability to contribute to a team delivering high quality and consistent work
- A pro-active approach to new creative opportunities
- Industry experience
- An enthusiastic approach to liaising with clients
- 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.

Culture Creative

Projects Producer

Please include details of your notice period in your application 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 26th April** with the job title in the subject line.

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