



Job Title: Public Programme Producer

April 2022

Arts Catalyst is recruiting a Public Programme Producer familiar with South Yorkshire to develop and deliver a programme of public events across Sheffield.

Thank you for your interest in the role. You'll find everything you need to know about the role and how to apply below. Should you have any questions or would like to have an informal conversation about the role before applying, there are further details in the pack about this.

About Arts Catalyst

Arts Catalyst is a visual arts organisation and charity based in Sheffield, South Yorkshire.

Through art we explore social and environmental issues, provoke debate and test out alternative ways of learning. We frequently work in non-traditional arts spaces, often within a particular landscape.

Who we work with

We partner with community and charity organisations from a spectrum of sectors, including health and wellbeing, environment and social action to develop our projects.

We collaborate with artists, activists, interest groups and people with different kinds of expertise — lived experience, local knowledge and research specialisms — through a process of mutual learning and creative co-production.

Our programme

Our current programme, *Emergent Ecologies*, explores different ecological contexts in South Yorkshire — from wetlands and waterways to city centre streets — through a series of artist projects developed in partnership with Sheffield Mind and City of Sanctuary Sheffield. Artists in the programme include Bahbak Hashemi-Nezhad, Harun Morrison, Rachel Pimm and Luiza Prado de O. Martins.

We run an ongoing public programme of workshops, activities and events across Sheffield and via Radio Arts Catalyst.

About the team

We are a small team, supported by a Board of Trustees. The current team (all part time) includes: Artistic Director & Joint CEO (4 days per week); Executive Director & Joint CEO (3 days pw); Curator (4 days pw), Programme & Communications Coordinator (3 days pw) and Operations Coordinator (3 days pw).

We ensure that staff have adequate support and training to do their jobs effectively and support professional development through annual reviews and 1:1s. All staff are required to undertake EDI (Equality, Diversity and Inclusion) training and are required to be DBS checked for work with young people or vulnerable adults.

Our Values

- We believe in the potential of artists and cultural organisations to be active agents for positive social change
- We value all forms of knowledge equally and believe in working collaboratively based on shared values and mutual respect
- We work in ways that reduce our environmental impact and tackle climate change
- We champion artists' professional development and support risk-taking, ambition and experimentation
- We work in ways that are both hyperlocal and responsive to planetary challenges and changes
- Our programme, organisation and governance is reflective of the diversity of society
- We believe in ensuring equality of access and opportunity across all aspects of the organisation and our work
- We maintain financial transparency and a robust ethical approach to funding

Arts Catalyst is registered in the UK as an arts and educational charity No 1042433 and a company limited by guarantee no 2982223.

About the role

As part of Arts Catalyst's programme team, you will lead on the planning and production of public events across Sheffield. Working closely with the Artistic Director, Curator, and Programme & Communications Coordinator, you will curate public programme activities and liaise with artists and external partners to deliver the programme.

Responsibilities:

The role:

- Work closely with the programme team on the development of Arts Catalyst's public programme events and activities.
- Manage the practical set-up and take-down of online and in-person events and activities, including setting up equipment, furniture and refreshments.
- Liaise with artists, facilitators and programme partners in the development, organisation and delivery of events and activities.
- Undertake site visits and partner meetings.
- Organise event documentation (photography / video / sound recordings).
- Organise equipment hire and the purchasing of materials, liaising with the Operations Coordinator.
- Work closely with the Programme & Communications Coordinator to organise risk assessments, access statements, communication with participants and audience surveys / evaluation tools and data gathering.
- Monitor public programme budgets, including managing day-to-day expenditure and reporting regularly to the Curator who oversees individual project budgets.

Within the organisation:

- Be a champion for Arts Council England's Creative Case for Diversity to ensure best practice through a proactive approach to equality, diversity and inclusion.
- Adhere to, and actively contribute to all Arts Catalyst policies, including: Equality, Diversity and Inclusion; Safeguarding; Environmental.
- Practice and advocate for Arts Catalyst's Generous Collaboration Principles in working with staff, freelancers, volunteers, artists and the general public.

Person Specification:

Essential skills/experience:

- Interest in the work and values of Arts Catalyst.
- Interest in / commitment to working locally (South Yorkshire) and developing activities that are relevant and accessible to a wide range of people.
- Strong communication, teamwork and interpersonal skills, including a willingness to communicate with and support artists, partners from different sectors and members of the public.
- Organisational skills including self-motivation, planning and meeting deadlines.
- Confident IT skills including use of spreadsheets, Google Docs and Gmail.
- Practical event-management experience including basic AV/ technical knowledge.
- Understanding and experience of carrying out best practice related to safeguarding.
- Strong written and spoken command of the English language.
- Ability to multitask and respond to various programme subject matters and partners or artists.

Desirable skills/experience:

- Experience of working with artists or within a public-facing role in a cultural organisation.
- Experience of working with Sheffield and South Yorkshire networks and organisations.
- Interest in the role of artistic and curatorial practice in addressing social and environmental issues.

Contract Details

Salary: £26,000 pro rata

Reporting to: Artistic Director/Joint CEO

Contract Terms: 2 days per week. Fixed Term 12 months, with potential to extend to permanent role.

Regular office hours to be agreed; can be worked in half or full days across Monday, Tuesday, Wednesday or Thursday. Flexibility to work outside of regular office hours within the allocated 2 days per week is required to support evening and weekend programme activities. Includes minimum employee and employer pension contributions.

Hours of work: 16 hours per week, inclusive of a 1 hour lunch break per day

Annual Leave: 10.5 days (28 days pro rata including bank holidays)

Location: Flexible home and office-based working (Sheffield city centre), with activity delivery taking place across various sites in Sheffield (indoors and outdoors). The candidate must be based in South Yorkshire or within commutable distance and able to travel within Sheffield.

References: Any offer is subject to receipt of satisfactory references.

Application deadline: Monday 13 June 2022, 9am

Interview dates: w/c 20 June 2022 (TBC)

Start date: ASAP — date to be agreed with candidate

As well as supporting a diverse range of artists, our staff team bring a range of perspectives to our organisation and we would encourage people who are currently underrepresented in the visual arts sector to apply, including those of Black, Asian or minority ethnic heritage, those who have faced socio-economic barriers, those who identify as LGBTQI+, and those with disabilities.

We welcome applications from a variety of educational backgrounds and work experiences. Degree-level education is not a requirement.

Application process

Access and Inclusion

If you require this Recruitment Pack in a different format please don't hesitate to let us know. Contact admin@artscatalyst.org

If you have any other questions or would like to discuss the role further please contact Laura Clarke Artistic Director / CEO at laura.clarke@artscatalyst.org

Please submit your application via email to admin@artscatalyst.org with the subject line 'Application: Public Programme Producer'.

Deadline for Applications: 9am Monday 13 June

The application should include:

- A completed [Arts Catalyst Application form](#) available on our website.

Please also fill in the [Equal Opportunities form](#) which can be completed online.

Please note we do not accept CV's.