



Creative Producer

30 to 37.5 hours per week

Creative Producer Job Description

Main Duties and Responsibilities

The Creative Producer will:

- Work with colleagues, artists, participants, volunteers, partner organisation(s) and funders to plan, deliver and evaluate arts programme schedules of activities and budgets.
- Implement the plans agreed with partners by:
 - Co-producing arts programmes with diverse communities;
 - Ensuring that arts programmes are delivered within agreed budgets and on time;
 - Creating and implementing methodologies to consult with participants about the artistic content of arts programmes;
 - Co-ordinating the recruitment process of artists and partnership agreements with other arts organisations;
 - Ensuring that appropriate contracts are in place between Helix Arts and its artists and partner organisation(s);
 - Working with partner organisations to plan induction sessions for artists/support staff;
 - Providing general support and advice to artists and other arts organisations involved with the programmes;
 - Working with Helix Arts' Administration & Finance Officer to manage and administer programme budgets, including invoicing;
 - Ensuring relevant information is disseminated to partners in a timely manner;
 - Managing communications plans;
 - Co-curating exhibitions, performances and/or events and co-producing publications;
 - Co-evaluating arts programmes using Helix Arts' Momentum and working with external evaluator(s);
 - Developing strategies for programme sustainability.

The Creative Producer will be expected to abide by Helix Arts' policies, including Health & Safety, Safeguarding, Equality & Diversity Policy and Environmental and will be expected to hold a satisfactory enhanced DBS.