



## Creative Producer Person Specification

	Essential	Desirable
<p><b>Attainment</b></p> <p>Education, training, experience, evidence of career development</p>	<ul style="list-style-type: none"> <li>· Experience co-producing multiple and complex high quality arts programmes with diverse communities inc. budget management/reporting.</li> <li>· Experience co-curating events, performances and exhibitions online and onsite with diverse communities</li> <li>· Experience building audiences onsite and online</li> <li>· Experience co-evaluating participatory arts programmes</li> <li>· Connections with one or more of Helix Arts' 5 priority groups.</li> <li>· Experience preparing and presenting verbal and written reports – onsite and online.</li> <li>· Experience overseeing accessible programme support materials</li> <li>· Experience developing sustainable programmes</li> <li>· Qualified Arts Award Adviser.</li> </ul>	<ul style="list-style-type: none"> <li>· Graduate.</li> <li>· Experience working with diverse investors.</li> <li>· Experience in pioneering digital arts</li> <li>· Recruitment experience.</li> <li>· Experience managing events.</li> <li>· Experience working with arts volunteers</li> <li>· Current driving licence and own transport.</li> <li>· Satisfactory Enhanced DBS.</li> </ul>
<p><b>Qualities</b></p>	<ul style="list-style-type: none"> <li>· Positive and effective communicator – written and verbal.</li> <li>· Strong organisational skills.</li> <li>· Team player and self-starter.</li> <li>· Enterprising approach</li> <li>· Ambitious</li> <li>· Artistic vision</li> <li>· Flexible approach to meeting programme goals with diverse communities.</li> <li>· Excellent IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>· Promotional and marketing skills including digital marketing.</li> <li>· New business development skills.</li> </ul>
<p><b>Interests and ambitions</b></p>	<ul style="list-style-type: none"> <li>· Commitment to Helix Arts' artistic and social principles.</li> <li>· Commitment to contributing to academic research</li> <li>· Commitment to coaching and mentoring artists from diverse backgrounds</li> <li>· Building diverse audiences.</li> <li>· Increasing arts volunteering within diverse communities.</li> <li>· Commitment to personal, organisational and community development.</li> </ul>	<ul style="list-style-type: none"> <li>· Personal artistic practice.</li> <li>· Developing international cultural links.</li> </ul>