

Buckinghamshire Culture

Job Description – Freelance Engagement Producer

Reporting To:	Director, Buckinghamshire Culture
Contract:	Part time, fixed term contract November 2023 to December 2024, based on 3 days/week, to be worked flexibly.
Fee:	£21,000 fixed fee inclusive of expenses. Travel from office base in High Wycombe will be reimbursed.
Deadline:	Applications to be received by 9am, 27th November 2023

Background Information

Buckinghamshire Culture is the cultural partnership for the county. Working collaboratively, we aim to increase opportunities to engage with creativity and culture for all of our citizens. Our work is guided by the Buckinghamshire Cultural Strategy, developed in 2018, which outlined the need for a strategic body to spearhead the Strategy and bring together our creative and cultural sector. In 2019 funding from Rothschild Foundation and Buckinghamshire Council enabled work to implement the strategy and we formed the cultural partnership, taking on the name of Buckinghamshire Culture. In 2021, Buckinghamshire Culture registered as a charity and now has an expert Board of Trustees and a number of staff.

Our cultural partnership consists of a broad group of Buckinghamshire based organisations representing the arts, creative industries, education, environment, health, heritage, libraries, museums and tourism. The Engagement Producer will be expected to work with the Director to build on work delivered to date and continue to develop and drive forward actions, projects and programmes in support of the Cultural Strategy. The Cultural Strategy can be found here: www.buckinghamshireculture.org/Cultural-Strategy and the Action Plan can be provided on request.

Buckinghamshire Culture has delivered a number of collaborative projects and has established regular networking opportunities, as well as the annual Open Weekend. Recently we have been developing the idea of a large-scale public-facing programme, using stories and storytelling as a focus. This will take the format of seasons of work, currently titled *Stories*. A producer is currently finalizing the vision and scope of *Stories*, which will form a significant part of Buckinghamshire Culture's work over the next few years.

Job Description

The Buckinghamshire Culture Engagement Producer will support development and delivery of our *Stories* programme, alongside projects and initiatives that support delivery of the Cultural Strategy.

The Engagement Producer will build relationships and partnerships with organisations and communities across Bucks in order to develop initiatives that enable greater participation in culture. Taking a proactive approach, they will seek synergies and opportunities for collaboration that will shape our community-facing programme. They will work with the Director and Creative Associate to build the *Stories* Season 1 programme.

The role will be based at Buckinghamshire New University's High Wycombe campus, with travel across the county and home-working as appropriate.

Main duties and accountabilities:

Stories Development/Delivery

- Work alongside the Director and Creative Associate to develop the *Stories* Season 1 (Autumn 2024) programme
- Undertake partnership and community engagement to develop and deliver *Stories* Season 1 (and beyond)
- Undertake research and consultation to support funding applications for *Stories*
- Support the Director and Creative Associate with commissioning artists
- Support commissioned artists to make connections with partners as appropriate
- Lead on community engagement – enabling commissioned artists to work effectively with a range of groups



- Lead on producing events for Stories Season including securing sites, locations and venues, logistics, technical, site management, health & safety, risk management etc
- Ensure projects are kept within budget and report regularly to Director
- Support identification/recruitment of *Stories* Steering Group members.

Connection and Collaboration

- Lead delivery of annual Open Weekend programme
- Proactively engage with partners and build relationships to enable mutually beneficial projects
- Seek opportunities to scale up/replicate good practice models with partners – eg: Together We Build project model, Co-commissioning model, co-production
- Work closely with Buckinghamshire Council Culture Team to ensure projects are connected and complementary
- Maintain and strengthen relationships with a wide range of stakeholders and groups that Buckinghamshire Culture works with, including a range of large and small organisations with different requirements
- Take on an advocacy role – championing the value of creativity and culture across a range of policy areas to stakeholders and projects across the county

Administration

- Provide administrative support to the organisation’s core projects and programmes
- Provide proactive support to the Director in pursuit of organisation’s strategic goals
- Provide regular and ad hoc reports to the Director as needed.

Other Duties

- Proactively manage workload and adapt according to business/project need
- To work flexibly when required in order to meet deadlines
- There will be a requirement for regular travel within the county.

This job description summarises the main duties and accountabilities and is not comprehensive; the post-holder may be required to undertake other duties of similar level and responsibility.

Buckinghamshire Culture Values

Buckinghamshire Culture has a collaborative approach to its work and expects its employees to embody its core values of:

- Being open – being open, inclusive, fair and honest
- Being collaborative – creating the environment for collaboration and partnership and advocating for the power of creativity and culture
- Being curious – being curious and creative in our approach
- Having integrity – building trust and strong relationships
- Being kind – treating everyone we work with, with kindness and compassion.

Person Specification:

Competency	Essential	Desirable
Prior Experience	<p>At least three years’ experience of working with and/or in the cultural sector producing/managing projects/festivals.</p> <p>Experience of producing events/projects in collaboration with a range of partners and stakeholders.</p> <p>Proactive approach to project development and partnership leading to delivery.</p> <p>A demonstrable understanding of good</p>	<p>Experience of undertaking community engagement to inform events and festivals.</p> <p>A successful track record of delivering events/festivals/projects that involve communities and result in meaningful outputs.</p> <p>Understanding of Buckinghamshire communities.</p>

	organisation, administration and budgeting towards the delivery of successful projects.	
Skills and Understanding	<p>Project and events management leading to delivery of engaging and exciting programmes.</p> <p>Working with artists and practitioners to realise successful commissions and projects.</p> <p>Proactively build and maintain good working relationships and communicate effectively with all communities and partners.</p> <p>Able to work across a varied and busy workload – managing priorities and milestones etc.</p> <p>Good IT skills including Microsoft applications, web-based events software and social media</p>	<p>Understanding of national cultural landscape, key organisations and networks and emerging opportunities.</p> <p>Understanding of the funding landscape for arts, culture and creative projects.</p> <p>Good standard of advocacy skills.</p>
Behavioural Characteristics	<p>Good at building rapport and strong/beneficial working relationships to enable partnerships – being credible and inspiring confidence.</p> <p>Ability to work with artists and to listen / respond to needs, while achieving project aims.</p> <p>Flexible and able to change focus quickly as required by a varied workload.</p> <p>Diplomacy and tact in supporting diverse partnerships with a range of priorities.</p>	
Other	<p>Ability to work flexible hours.</p> <p>Own transport and current driving licence.</p> <p>Ability to travel.</p>	

Application Process:

To apply for this role please send an application to Lallie (lallie@buckinghamshireculture.org) that includes:

- Your CV
- A written or recorded statement of how your skills and experience would enable you to fulfil the role
- Details of your day rate / budgeting for how you will complete the work within the fixed fee.

Deadline for applications: 9am, 27th November 2023

Applications will be shortlisted w/c 27th November and we will hold interviews (either online or in person) w/c 4th December. Interviews will include a short presentation by the applicant to be prepared in advance and questions from a panel of two to three representatives of Buckinghamshire Culture.

Should you wish to speak to someone about this role, please contact Lallie (lallie@buckinghamshireculture.org) to arrange a call.