

**JOB DESCRIPTION**

<b>Job Title:</b> Cultural Producer	<b>Accountable to:</b> Head of Cultural Programme	
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 1.0	<b>Weeks per year:</b> 52
<b>Grade:</b> 4	<b>Salary:</b> £35,468 - £43,558 pa	
<b>College/Service:</b> London College of Fashion, Cultural Programme	<b>Location:</b> London College of Fashion, 20 John Princes Street, London W1G 0BJ and moving to Stratford in 2023.	

**Purpose of Role**

The Cultural Producer reports to the Head of Cultural Programming to deliver a carefully planned schedule of exhibitions, cultural programming and displays (digital and physical) which showcase LCF content and create meaningful touchpoints for a range of audiences. The Cultural Producer specialises in curating/co-producing and producing exhibitions and displays and other forms of showcasing content from start to finish, liaising with artists, staff and students and other stakeholders to facilitate new ways of showing content. The role requires excellent organisational and communication skills as well as the ability to scope and manage both small and large-scale displays, exhibitions, performances and pop-ups, both digital and physical. The post holder will be a creative thinker, an excellent content collector, manipulator, archivist, producer/programmer and practical project co-ordinator.

This is a significant time to join UAL as we are making a major investment into transformative education for our diverse and international academic community as we look towards our move to the Olympic Park. We pride ourselves on being both a multi-cultural and international university and we want to improve the experience of all our students by ensuring our workforce is as diverse as our study body and the city around us. We know that students and staff learn from each other while they are studying with us, and by sharing new experiences, backgrounds and personalities we increase the opportunities for collaboration and new thinking, and as such, we welcome applications from people with diverse backgrounds and experiences.

**Cultural Programme Team Purpose**

The Cultural Programme team at London College of Fashion delivers an ambitious schedule of showcasing in a world-class gallery, across our digital platforms and a cross site setting, showing student, staff and alumni work, partnership and industry projects, research, knowledge exchange and graduate degree shows. Following LCF's move to the Olympic Park in 2023, our showcasing will take place throughout our new state of the art single-site building, and the Cultural Programme team are central to our planning and delivery of our cultural programming strategy, approach and vision on arrival. In the lead up to the move the team are responsible for running gallery spaces, display interventions, digital platforms across our current six sites, and a programme of annual showcasing in external venues.

Our showcasing vision comes under five principles: quality, new craft traditions, people and place, process and play, and engaging for impact, ensuring our values of sustainability, social justice and responding to the climate emergency remain at the forefront. Our exhibitions, displays and live events will often provide a first encounter with London College of Fashion, its values and creative practices. We engage audiences in a welcoming and inclusive way while affording respect to the subject and reflecting the variety and quality of research, knowledge exchange and teaching innovation that takes place at the College. The programme will showcase London College of Fashion's values, disciplines, people and processes in action.

The team has responsibility for showcasing governance, cultural and curatorial practices as well as

practical and planning skills to deliver exhibitions and displays in a number of different spaces. They will be responsible for managing the calendar of events for internal and external audiences and stakeholders. They are embedded in the fabric of LCF, building relationships with staff and students to really bring LCF to life, having a problem-solving outlook and sharing knowledge for the benefit of those around them.

### **Duties and Responsibilities**

- To provide comprehensive support to the Head of Cultural Programme in the delivery of the college showcasing content, telling the story of London College of Fashion, UAL, in our gallery and showcase spaces across our sites, and on the East Bank.
- To work collaboratively with showcasing stakeholders across the College, to plan and deliver showcasing which achieves our aims and objectives.
- To be responsible for showcasing content, working closely with the Creative Directors, Knowledge Exchange, Research colleagues and students to translate curatorial concepts into showcase-ready content, digital showreels, projections, printed matter and materials for display cabinets and showcase areas across the college sites. This role works closely with the Technical Production Manager and their team of Technical Producers who are responsible for the practical delivery of showcasing.
- To support and help manage a programme of online showcasing across LCF platforms, including collating and managing content, preparing assets for showcasing and uploading them to the Content Management System CMS.
- To liaise with students/artists/content suppliers to ensure content delivered in agreed format and in timely manner. To work in collaboration with students and staff as a mentor, passing on learnings and helping them to develop the best methods of displaying their work
- Taking direction from the creative lead on each showcase and from the Head of Cultural Programming on the themes of the display, to research and uncover content which embodies this, including reviewing student, exhibitor content, archives and materials for showcasing.
- To research innovative ways of showing content, both in digital and physical form, and to keep up to date with showcasing activity in the cultural and higher education sectors.
- To work with Estates, Facilities, Site Administrator and Technical teams to implement ways to bring to life the communal spaces within LCF's sites, such as programming showcasing screens, hanging displays or literature stands.
- To be responsible for developing a detailed understanding of the LCF organisation, including schools and departments, brand identity, messaging and guidelines, LCF's planned move to the Olympic Park in 2023 and strategic priorities for the organisation.
- To write showcasing text as agreed, to a high standard (to be approved by the Head of Cultural Programming), ensuring the Internal and External Relations team receive showcasing text and lead images in a timely manner for dissemination.
- To work with Creative Directors and Research and Knowledge Exchange leads to manage student registration processes including expressing interest in projects, exhibitions, activities etc. Collating the necessary information on behalf of the showcasing team to enable successful planning and production of showcasing outcomes
- To liaise with Internal and External Relations and Business and Innovation colleagues to ensure sponsors and event partners are included on displays and showcasing materials according to

contracts.

- To monitor resources and budgets in conjunction with the Head of Cultural Programming, maintaining accurate records of expenditure by project, ensuring the project is kept within budget.
- To follow the team's processes to co-ordinate both small and large-scale showcases from start to finish using excellent organisational and project management skills and creating and using agreed documents and forms. To create planning documents and checklists for showcasing projects and events.
- To be the day-to-day liaison with all suppliers including external partners and venues to ensure the best service and the successful delivery for each event.
- To plan on-site logistics which ensure the best experience for guests as well as always following and enforcing health & safety procedures and completing RAMs.
- To be the day-to-day lead on running of engagement activities around each showcase, such as booking, briefing and liaising with agreed speakers and putting forward ideas for activities during team meetings.
- To assist with the promotion of showcasing and associated events (such as talks and workshops) by uploading to the 'What's On' pages of the website and staff intranet, creating and managing the booking process.
- To manage the Exhibitions Officer (to be appointed), ensuring all tasks are carried out, and that they feel valued and supported. Undertaking 1:1 meetings, appraisals, induction and probation, developing their skills.
- To be available to work events that may fall outside of your working hours. When required taking the lead on-site and doing all that is required to deliver a successful event. Providing the best customer service to our guests.
- To be a team player, working across different departments responsible for LCF showcasing to achieve the best outcome for LCF audiences.

Work within the University's policies and in particular to:

- To proactively manage any reputational risk to LCF, developing processes to evaluate showcasing content against risk policies, to escalate any issues or comments, and to contribute to risk management groups across UAL.
- Perform (from time to time) such duties consistent with their role level, assigned to them anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertake continuous personal and professional development.
- Make full use of all information and communication technologies in adherence to data protection

policies to meet the requirements of the role and to promote organisational effectiveness.

- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

Reporting to: Head of Cultural Programming

It is anticipated that more roles will be recruited to the Cultural Programme team in 2022 and 2023

**Internal Advisory Board for showcasing at LCF which is the Executive Group**

Which includes representatives from the following areas:

- Head of College
- Research
- Finance and Estates
- Deans of the three LCF Schools
- International partnerships

**Showcasing teams at LCF**

- Technical Services and Learning Environments Department especially Technical Production Manager and Technical Producers.
- Internal and External Relations Team (IER), including events, press, web and internal comms
- LCF Events Team specifically within IER
- Creative Directors, Knowledge Exchange Leads and Deans in the three LCF schools
- LCF Research department
- LCF Research centres, particularly Centre for Fashion Curation
- Arts SU and other student groups eg Course Reps
- 4Fashion Project Team (LCF's move to the Olympic Park)

**Wider teams:**

- Head of College Office
- AV and film teams
- Student Engagement team and Student Recruitment
- Business and Innovation department, especially Development, Alumni, Graduate Futures and Partnerships colleagues

**Specific Management Responsibilities**

**Budgets:** Yes

**Staff:** likely from 2023

**Other** (e.g. accommodation; equipment): Equipment and physical resources as appropriate

**Job Title: Cultural Producer Grade: 4**

Person Specification	
Specialist Knowledge/ Qualifications	Degree or equivalent experience in a curatorial, creative producing/programming, events or communications related subject  Project management skills are essential  Awareness of risk processes are desirable
Relevant Experience	Significant experience of planning and implementing high quality, high profile events  Experience liaising with suppliers  Excellent customer service  Experience of ensuring projects are delivered to budget  Budget tracking experience  Proven experience of building relationships with stakeholders in a complex organisation is desirable  Proven experience of working as part of a busy team  Experience and/or interest in the creative industries is desirable  Experience of line managing staff is desirable
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional

	groups
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: October 2021**