

JOB DESCRIPTION

Job Title: Creative Producer, Performance and Public Events

Accountable to: Director of External Relations

Contract Length: Permanent

Hours per week/FTE: 21 / 0.6

Weeks per year: 52

Salary: £33,653 - £41,329 pro rata
(£20,191 - £24,797)

Grade: 4

College/Service: External Relations, CSM

Location: King's Cross

Purpose of Role:

Central Saint Martins is a world-leading centre for arts and design education. Its reputation stems from the creative energy of its staff and students and the achievements of its graduates nationally and internationally. The nine programmes at CSM explore the boundaries of their discipline. Students and staff are continually alert to new ideas, and are curious and restless in developing beyond the expected norms of their subject, so emerging work is at the forefront of its area. CSM also sits at the heart of London's creative scene, and of one of Europe's most dynamic new culture and innovation quarters at King's Cross, making the college increasingly important to London's cultural life, and indicative of our general desire to open up CSM to as broad an audience as possible.

Central Saint Martins' move to its new home in Kings Cross has opened up an extraordinary range of new opportunities for the staff and students of the college, particularly in relation to engaging with the public and contributing to the cultural life of London. The purpose of this role is to help us realise these opportunities while also benefitting the teaching and research programmes of Central Saint Martins.

To do this you will work, as part of the Creative Programme team, with key stakeholders Central Saint Martins to co-ordinate performance, time-based and other arts, cultural and seminar events. As well as focussing on the history and influence of work by the college's students, staff and alumni, the programme reflects the diverse artistic approaches from all college disciplines, as part of an overarching creative vision for the college, by broadening and diversifying our audience.

This post will require flexible working including evening and weekends as required.

Duties and Responsibilities

Creative production of Events programme

- To design, schedule and deliver, as part of the small programming team, to programme performing arts, theatre, live arts, time-based and other cultural and seminar events which reflects the broad range of artistic approaches and disciplines that exist within CSM. The events will attract the public; contribute to student life, learning and experience and (where appropriate) build external professional expertise, relationships and networks in the relevant creative sector. In the past CSM has collaborated with, amongst others, London International Mime Festival, Sadler's Wells, London International Festival of Theatre and Universal Pictures.
- To work with external collaborators, partners and funders/supporters from the creative sector and local community to bring into CSM new opportunities for cultural production, including residencies, season take-overs, strategic partnerships and collaborations, all of which will benefit the academic and cultural life of the college.

Co-ordination of Events programme

- To liaise with the Visitor and Event Services team to ensure that all events are booked into appropriate spaces including, but not limited to, the Platform Theatre, Platform Bar, Studio Theatres, the Street, LVMH lecture theatre and other spaces in and around the college and Kings Cross estate.
- To work with external event hosts, either in the college, on the Kings Cross estate, or elsewhere in London, to ensure technical requirements, health and safety and other theatre, space and event management processes are effectively and efficiently managed.
- To liaise with all internal/external artists, designers, speakers and organisations for performances and other events to ensure that requirements and information is received in good time to ensure the smooth running of events and that good relationships are maintained with all external collaborators/partners.
- To liaise with the appropriate technical teams to ensure that they are fully notified of the technical requirements

for all performances and other events, and that appropriate technical and production staff are in place for the event.

- To clerk the college Performance Advisory Group
- To develop the CSM Creative Unions project and campaign, in collaboration with the Creative Producer (Gallery & Public Events)
- To collaborate with the Creative Producer (Gallery & Public Events) on projects as necessary
- To work with the Marketing and Communications team to ensure that all event information is communicated in good time to ensure effective internal and external publicity and marketing for all events, and that the College's audience is sustained, developed and diversified.

Financial and contractual management of events

- To work with the External Relations team and other college colleagues to ensure that all performances and events are properly costed and contracted.
- To monitor all related performance and public event budgets
- To ensure that all events which require ticketing, whether paid for or free, are notified in good time to the Box Office team so that income from all events is maximised and accounted for.

Other

- To contribute to the profile raising work of the College by working with the Communications team on events for press, prospective and current donors, visitors and key decision makers.
- To be part of the External Relations team and to work with members of the team to ensure that maximum benefit is gained from and by all College clients.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To 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
- To 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.

- Internal
 - **Innovation, Business and External Relations:** Director of External Relations, Creative Producer (Performing Arts), Director of Innovation and Business, Commercial and Sponsored Events Co-ordinators, Communications, Web and Marketing team, Visitor and Events Services Team
 - **College Management:** Head of College, Deans, Programme Directors, Course Leaders, Head of Technical Resources
 - **Performance Advisory Group**
 - **College Academic and Technical:** Academic staff, Technical Co-ordinators, CTR staff, Theatre technical team
 - **College Administration:** Finance Manager and finance staff, Head of Infrastructure, Health and Safety Adviser
 - **Estates:** Building management staff, facilities assistants
 - **Students**
- External
 - **Artists, exhibitors and external companies**
 - **Designated contractors:** security, catering etc
 - **Clients**
 - **External producers and event organisers**
 - **Sponsors, partners and collaborators (i.e. museums, galleries and cultural agencies)**

Specific Management Responsibilities

Budgets: Monitoring visual arts event budgets

Staff: Temporary events staff

Other (e.g. accommodation; equipment): Smooth running of non-performing arts events (approx 100 events per year)

Signed _____ Stephen Beddoe _____ Date of last review _____ March 8th 2018
(Recruiting Manager)

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Shortlisting will be based on evidence (with appropriate examples where necessary) provided in your personal statement to demonstrate clearly how you meet the following criteria:

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Knowledge, interest and experience of UK contemporary theatre and performance practice and programming• Knowledge, interest and experience of community arts and socially-engaged practice (in an arts, design and performance context).• In-depth knowledge of, and an interest in, arts, design, media, performance and the creative and cultural sectors; in London, nationally and internationally.• Knowledge of other arts, design, media and performance higher education institutions and galleries, nationally and internationally.• Relevant qualification, ideally in the arts or arts management (either visual or performance based).• Knowledge of arts and community project management, curation, marketing and promotion.• Knowledge of working in and writing for print and digital channels to promote and publicise arts and community-related projects and programmes (is desirable).
Relevant Experience	<ul style="list-style-type: none">• Experience of project managing and delivering a range of performing arts, visual and digital arts-related projects, shows and events with minimum supervision.• Experience of engaging key audiences, local community or wider public through arts education and socially engaged practice• Experience of working in a dynamic and pressured work environment.• Experience of the education, arts, creative and/or not-for-profit sector.• Experience of working both independently and collaboratively.• Experience of working collaboratively with

	<p>communication, marketing, digital and/or academic colleagues.</p> <ul style="list-style-type: none"> • Supporting marketing and promotion of arts and community projects by creating a range of excellent written content (is desirable). • Experience of leading and contributing to the development of funding bids and proposals (is desirable). • Good technical knowledge and experience in relation to theatre and performance practice
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

Last updated: March 2018