

## JOB DESCRIPTION

**Job Title:** Creative Producer, Local Engagement

**Accountable to:** Director of External Relations & Co-Directors Innovation & Business, CSM

**Contract Length:** 18 months (Fixed Term)

**Hours per week/FTE:** 0.8 / 28 hours

**Weeks per year:** 52

**Salary:** £33,653 - £41,329 pro rata (£26,922 - £33,063) per annum

**Grade:** 4

**College/Service:** External Relations/Innovation & Business, CSM

**Location:** King's Cross

### Purpose of Role:

Central Saint Martins is a world-leading centre for arts, design and performance 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 Europe's most dynamic cultural destination and innovation quarter at King's Cross.

CSM's relocation to King's Cross in 2012 has opened up a range of new opportunities for staff and students, particularly in relation to engaging with our local community, the public and contributing to the cultural life of London. The purpose of this role is to help us develop, expand and realise these local engagement opportunities, whilst also benefitting the teaching and research programmes of Central Saint Martins.

To do this you will work closely (as part of our Creative Producer team) with key stakeholders at Central Saint Martins and the many local groups, organisations, agencies and companies engaged in social, environmental, cultural and charitable activity and support in King's Cross and London. This work will include developing relationships, partnerships and collaborations with partners, leading to research, events, workshops and other activities in and around CSM, and in/with the wider community. This Creative Producer role will also involve managing small-scale project funding, written work and administration to ensure our local engagement work develops and thrives. Moreover, this post will be a key role for the college's ongoing CSM Public agenda.

The post will require some flexible working, including evening and weekends as required.

### Duties and Responsibilities

- Supporting the research, instigation and delivery of the CSM Local Engagement Programme, working with college Programmes and courses, academics and support staff, local agencies, organisations and companies; as well as key local stakeholders and members of our diverse local community.
- Research, development and management of projects and relationships with a community, cultural, social, environmental and regeneration focus (as opposed to our more income led/commercial activities). This complements and enhances CSM's Creative Production programme based in the gallery, theatre and public spaces in and around the college.
- Supporting, utilising and complementing CSM's existing communications, marketing and events/showcasing activities; related to relevant local engagement and community partnership activities.
- Identifying, developing and submitting local and regional funding proposals as required, in order to add value and resource to our Local Engagement programme and activity.
- Build upon CSM's strengths in a participatory and social responsive practices to create models for collaborative partnerships that enhance staff and student experience and the overall culture at CSM.
- Contribute to the CSM Public and broader CSM printed and digital media channels to promote the local Engagement programme to a wider external audience.
- Act as the main contact for brokering local community-based relationships.
- Monitor and maintain and Local Engagement programme budgets and funding as appropriate
- To attend internal and external functions (e.g. alumni events, receptions, private views, gallery openings, film screenings etc.) for the purpose of networking and cultivating relationships and partnership prospects. These may occasionally require working evenings or weekends.

Other

- To contribute to the profile-raising work of the College by working with the Communications team on events for press, prospective and current partners, visitors and key decision makers.
- To be part of the External Relations and Innovation & Business teams 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, with whom regular contact is required.

- Internal
  - **Innovation & Business and External Relations:** Director of External Relations, Co-Directors of Innovation & Business, Creative Producer (Gallery), Creative Producer (Public Events), Commercial and Sponsored Events Co-ordinators, Business Managers within Innovation & Business Communications, Web and Marketing team, Visitor and Events Services Team
  - **College Management:** Head of College, Deans, Programme Directors, Course Leaders, Head of Technical Resources
  - **Gallery Advisory Group & Theatre 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
  - **External partners and collaborators in charity, third sector, community workers and members**
  - **Artists, exhibitors and external companies**
  - **Designated contractors:** security, catering etc
  - **External producers and event organisers (i.e. King's Cross)**
  - **Sponsors, partners and collaborators (i.e. King's Cross Knowledge Quarter and its members)**

**Specific Management Responsibilities**

**Budgets:** Monitoring Local Engagement budget and funds as required

**Staff:** None

Signed \_\_\_\_\_ Stephen Beddoe, Monica Hundal \_\_\_\_\_ Date of last review \_\_\_\_\_ 20<sup>th</sup> November, 2016  
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 (Recruiting Manager)

**Person Specification****Specialist Knowledge/  
Qualifications**

- In-depth knowledge, interest and experience in UK and international community arts and socially-engaged practice and theory (in an arts, design and performance context).
- In-depth knowledge of, and an interest in, design, media, the arts, performance and the creative and cultural sectors; in London, nationally and internationally.
- In-depth knowledge of other art, design, media and higher education institutions and galleries, nationally and internationally.
- Relevant qualification, ideally in the arts (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**

- Experience of project managing a range of arts related internal and external programmes and projects 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 communication, marketing, digital and/or academic colleagues.
- 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).

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: November 2017**