

Application deadline: **12pm Monday 27
September 2021**

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| Job Title | Producer (Sensory Arts) |
| Hours of Work | 0.8 FTE (28 hours/4 days per week) Ideally Monday to Thursday but to be discussed. |
| Salary | £28,000 per annum (£22,400 pro rata) |
| Contract Length | 12 months, fixed term |
| Supported by | Executive Producer |
| Responsible for | 6 artists (on part time contracts) |
| Location | A mixture of working from the Independent Arts Projects office in Edinburgh and from home is anticipated. |
| Status | Employed fixed term contract (or freelance equivalent) |

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| Start date | Ideally October 2021 but can be discussed. |
| Holiday entitlement | 24 days per annum (30 days pro rata). |
| Probationary period | 2 months |
| Notice period | 1 month |
| Pension | The company makes a 3% contribution into the company's pension plan on condition that the employee makes a minimum contribution of 5% |

The Producer (Sensory Arts) will work with Independent Arts Projects' Executive Producer and 6 project artists to support the successful delivery of the Sensory Arts Programme, a 12-month project funded through Creative Scotland's Culture Collective programme.

About Independent Arts Projects (IAP)

IAP presents & tours performance projects by extraordinary artists at every stage of their careers and across various disciplines. We work with individual artists, collaborating with them to create their best work and connecting them with people across Scotland and beyond. We work with an ethos of inclusivity and care for our artists, and the

audiences and participants who encounter their work. IAP projects often explore identity, representation, or our contemporary world and aim to produce work that helps us make sense of how we live our lives. www.independentartsprojects.com

About the Sensory Arts Programme

Sensory Arts Programme is an 12-month project, funded through Creative Scotland's **Culture Collective programme**, focused on developing sensory arts projects with and for people who find it most difficult to access mainstream arts activity.

Our vision for the project:

- IAP contributes opportunities for a vibrant community of artists and arts workers who make creative experiences for people across Edinburgh, Scotland and beyond.
- Successful work is accessible, fun, meaningful, and/or transformative. It can be for people to experience passively or actively, immersive and involved.
- Our artists, audiences and participants are diverse and representative of people of different ages, from different backgrounds, cultures & experience

We aim to:

- Support artists to research and develop or adapt a range of bespoke creative offers for people with Autism, Profound and Multiple Learning Difficulties (PMLD) or Dementia
- Develop strong relationships with audiences and participants who have disabilities and additional sensory needs, as well as the organisations that support them

We are particularly interested in working with people who have the above conditions, often have complex needs and challenging behaviour(s) and would benefit from low-capacity exclusive sensory arts experiences to cater to their needs and interests. We aim to include families, friends, carers and partners in our activity as well as those yet to be diagnosed. These groups are often marginalized from mainstream arts activity feeling unable to participate or uncatered for by 'relaxed' models of presentation.

The project will employ a small team of artists who will work independently and collaboratively (leading on some projects and supporting others) to develop participatory performance projects and development of practice.

Applicants

We encourage applicants from different backgrounds with different experiences, skills and stories to join us and develop our working practice. We actively welcome candidates with protected characteristics and those who are currently under-represented in the performing arts including; people experiencing barriers due to socio-economic background, people who self-identify as LGBTQIA+, people who self-identify as D/Deaf, people who self-identify as Disabled and those returning to work who have caring responsibilities. Ethnically diverse people who have experienced racism including people who are from African and Caribbean diaspora, Latinx, the East Asian Diaspora, the South East Asian Diaspora, from the the South Asian Diaspora, West Asian Diaspora (including Middle East), Indigenous people, bi-racial / mixed heritage or who also self-identify as a Person of Colour or Black, we may use BIPOC+ to refer to people from these identities.

About the role

We are looking for a well organised, friendly and proficient **Producer (Sensory Arts)**, someone who can oversee the delivery of the programme – producing, coordinating and supporting the team of artists, as well as establishing and maintaining relationships with partner organisations.

Main Duties and Key Responsibilities

- The Producer (Sensory Arts) will support the Executive Producer in leading on the Sensory Arts Programme
- Contribute to effective planning and project management of the programme
- Build partnerships with local organisations and local authorities in order to support the activity
- Act as the point of day-to-day liaison with artists, organisations and project partners
- Supporting the Executive Producer and Artists to identify and monitor key project milestones
- Lead on key administrative functions including drafting of contracts, creation of contact sheets, scheduling, and other administrative tasks
- Support artists with their project needs, including availability checking of creative collaborators, stage managers, and liaising with agents
- Under the guidance of the Executive Producer ensure that all project budgets are kept up to date and accurate, collating invoices, and leading the day-to-day management of the project budget
- Secure accommodation and travel for artists where required

- Source rehearsal space as required and within budget allocation
- Coordinate and deliver events associated with the project
- Produce risk assessments for project events and activities
- Contribute to development of best practices around diversity, equality, and inclusion
- Lead on the evaluation of the project, ensuring that learning is captured and applied as the project progresses
- Assist on report writing and updates to funders
- Assist with the maintenance of good filing/archive systems
- Confidentiality is required to be maintained at all times.
- Adhere to Independent Arts Projects' policies

Person Specification

| Skills, Attributes and Experience | Essential | Desirable |
|---|------------------|------------------|
| Interest in and knowledge of performance in Scotland/UK | ✓ | |
| Interest in and knowledge of accessible and inclusive arts practices in Scotland/UK | ✓ | |
| Excellent organisational skills as well as written and verbal communication skills | ✓ | |
| Great attention to detail | ✓ | |
| Computer literate and good knowledge of Microsoft Office | ✓ | |
| Ability to manage relationships and ensure effective communications are maintained at all times | ✓ | |
| Ability to manage multiple priorities, meet deadlines and manage a busy workload | ✓ | |

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| Experience of work within a small and busy organisation | | ✓ |
| Planning and delivering arts and community projects | ✓ | |
| Producing and managing arts events - including publicising the events and enhancing participation | ✓ | |
| Audience development & community engagement | | ✓ |
| Project management including managing budgets | ✓ | |
| Working with a range of partners and stakeholders | ✓ | |
| Overseeing and supporting artists and other creative practitioners to develop high quality work | ✓ | |
| Monitoring projects | ✓ | |
| Evaluating projects | | ✓ |
| Writing reports | | ✓ |
| Commitment to promoting & embedding equality, diversity and inclusion in working practices | ✓ | |

Application timeline

- 12-5pm on Wednesday 15th & Thursday 16th September – 30 minute 1-2-1 Zoom sessions for questions with the Executive Producer about the job
- 12pm on Monday 27 September – deadline for applications
- 9am – 5pm on Thursday 30 September – online (Zoom) and in person (Edinburgh) interviews
- 6pm on Wednesday 6 October – All applicants notified of outcome

Notes

- We will offer feedback to all applicants that apply.
- Applications will be assessed and scored by the Executive Producer, against the person specification. The highest scoring applicants will be invited for interview.
- Shortlisted applicants will be sent interview questions at least 48 hours in advance of the interview.
- Interviews can take place in person (in Edinburgh) or online via Zoom.
- Interviews will be with Executive Producer and 1 other person to be confirmed (this

information will be sent with interview questions/invitation to interview).

- We operate a 'blank slate' assessment process, meaning that each applicant is scored anew at application and then interview stage.
- An offer, subject to positive references will be made following interviews.

Before you apply

To arrange an informal discussion or if you have any questions, please email jobs@independentartsprojects.com with any access requirements/preferred response (phone/sms/email), and we will get back to you.

How to apply

- Please apply by sending a CV (maximum 2 pages A4) and covering letter (maximum 2 pages A4) in no smaller font size 12 attached by email to jobs@independentartsprojects.com
- Your covering letter should cover the points mentioned in the person specification.
- Refer to the job description, outlining relevant experience and information as to why you believe you are the right person for the post.

- Please include contact details for 2 referees. We will contact your referees after we make an offer subject to references.
- Alternatively, applicants can send a link to a maximum 10 minute long video that outlines the above information.
- Please complete our [Equal Opportunities Monitoring form available here](#).

You do not have to complete the Equal Opportunities Monitoring form. However, it is a useful tool for helping us to monitor the effectiveness of our recruitment process. In accordance with the Data Protection Act 1998, the information you have provided will only be used for the purpose of equality monitoring.

Independent Arts Projects is a Company Limited by Guarantee. Company number: SC581505.

Charity

number: SC049294. independentartsprojects.com

IAP gratefully acknowledges support from Scottish Government and Creative Scotland through the Culture Collective programme.

Independent Arts Projects is one of twenty-six organisations awarded funding by Creative

Scotland as part of the Culture Collective national pilot programme, which will establish a network of creative practitioners, organisations and communities, working together to create a positive difference locally and nationally in response to COVID-19.