

Position: Community Producer

Line Manager: Creative Director

Contract: Permanent, part-time 32hrs (4 days per week)

Salary: £30,000 (pro rata for 0.8 FTE)

Based at: Rosehill Arts Trust (Moresby, Cumbria) and across the community

Last Updated: September 2024

1. Objectives and Responsibilities:

- 1.1 To sustain and develop cultural opportunities that impact upon the social and well-being priorities for communities local to Rosehill Arts Trust.
- 1.2 To support and work with the creative and community team to deliver a coordinated programme of work across the area.
- 1.3 To work alongside the creative and community team at Rosehill to test and support new approaches to engaging communities with a range of cultural experiences.

2. Duties:

- 2.1 To sustain and develop cultural opportunities that impact upon the social and well-being priorities for Rosehill's local community.

Support the *KIND* initiative to ensure it remains a relevant and active network of community members, and organisations exchanging information and steering projects for the community.

Oversee the planning and management of all programmes of work which seek to tackle loneliness and isolation in the local community.

Continue to nurture relationships and opportunities with key community partners including the Copeland Wellness Service, Cumberland Council, and the Joint Local Commissioning Group, providing timely information as required.

Work alongside the Creative Director to deliver Rosehill's cultural strategy plan, ensuring effective communication with our project partners.

Identify and respond to opportunities and need with considered yet timely action as required and in line with Rosehill's objectives.

Develop and produce new events and projects which meet the creative community's ambitions from idea through to funding plans, delivery, and evaluation, working closely with other departments across the organisation.

2.2 To support and work with the wider team to deliver a co-ordinated programme of community work.

Contribute to the strategic planning and scheduling of all community-focused work.

Regularly connect with colleagues across programming, theatre, and events to ensure a cohesive and coordinated community programme, attending meetings as required.

Promote all activities, producing copies and preparing images for brochures, website and press.

Attending and support community events on behalf of Rosehill where appropriate.

Represent Rosehill at community networks and consultations as and when required.

Ensure the effective evaluation and shared learning of Rosehill's community work to all stakeholders.

2.3 Other responsibilities:

Ensure relevant policies and procedures, including safeguarding policy, are effective and adhered to through all planning and delivery.

Effectively manage and monitor the budget for the projects and responsibilities listed in this job description, achieving income and expenditure targets as agreed.

Line manages temporary and freelance staff members as required.

Ensure the effective evaluation and shared learning of Rosehill's community work to all stakeholders.

Contribute generally to the work of Rosehill, undertaking such other tasks as appropriate.



The list of duties above is not exhaustive and the post holder may be required to undertake other duties as may reasonably be required from time to time.

Community Producer Person Specification

Requirements	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> - Organised - Good eye for detail - Ability to multitask - An interest in the arts - An interest in well-being & community development 	<ul style="list-style-type: none"> - Good networker, with a strong list of relevant agencies & individual contacts
Knowledge and Skills	<ul style="list-style-type: none"> - Excellent verbal and written communication skills - Numerate - Computer literacy – MS inc Excel and Word - An understanding of social media platforms 	<ul style="list-style-type: none"> - Experience in writing funding applications - Knowledge of education and the school's sector - Effective budget management - Driving license
Relevant Experience	<ul style="list-style-type: none"> - Three years of relevant work experience - Experience in managing projects - Office administration - Dealing with people - Experience in collaborating with diverse community groups 	<ul style="list-style-type: none"> - Experience in evaluating and reporting
Additional Factors	<ul style="list-style-type: none"> - Desire for personal growth 	