

– Culture – Central –

Callout for Producer - Digbeth Weekender

We are looking for a creative, dynamic and highly-organised individual to produce and manage a weekend of free performances, exhibitions and activities focused in and around Digbeth from Friday 4th to Sunday 6th October 2019.

The festival will consist of a number of events, taking place in cultural venues, galleries, bars, cafes and outdoor public spaces, including the Fazeley canal. It will bring together a range of artforms including; dance, music, theatre performances, street art, guided walks, and exhibitions, and will build bridges between arts and cultural organisations of all sizes. Attracting 50,000 people during the weekend, the festival will be inclusive with its programming and will provide a heightened profile for the city; reaching family audiences, new arrivals and visitors to the city, marginalised groups, communities that don't regularly engage in arts and culture, and young people from local Colleges and Universities.

Launching the weekend before (28th September) at the Bullring, Digbeth Weekender will enable the people of Birmingham to discover Digbeth, with its industrial past and cultural present, on an arts trail that will take place in a range of indoor and outdoor spaces. It will shine a light on the city during the development of BCU, HS2, Eastside Park, Smithfield, Digbeth Dining Club, the visual arts sector, the nightlife offer and booming creative industries. It will create a sense of pride and belonging among artists, communities and audiences, create a heightened interest in arts and wellbeing, and will provide future investment and momentum for the 2022 Commonwealth Games Cultural Programme.

The successful candidate will lead on the artistic direction and production of Digbeth Weekender, creating a festival that celebrates, inspired and raises the profile of the arts sector, making a significant difference to Digbeth's cultural offer and engaging a wide and varied audience. S/he will:

- Act as a key point for the festival and facilitate communication between the wider team and partners.
- Support the selection process.
- Ensure the successful delivery of the festival working closely with the Culture Central Director, the Digbeth Weekender steering group, partners, artists and venues on the production of the programme.
- Lead on health and safety requirements, event production plans and risk assessments.
- Co-ordinate technical resources and requirements efficiently and within set budgets.
- Act as single point of contact and communication for logistical inquiries from partners, venues and production team.
- Manage the contracting of venues, artists, suppliers and partners.

- Support communications and work with the marketing coordinator to ensure successful strategic and operational communications for the festival.
- Undertake all relevant administration relating to the programme including correspondence with contributors, including staff, artists, venue, partners and suppliers.
- Support the volunteer's co-ordinator.
- Attend programme and partner meetings as required.

Person Specification:

- Experience of working on event and/or festival production
- Experience engaging and working closely with partners and artists
- Experience of managing negotiations with artists, partners and suppliers
- Experience of managing project budgets on target
- Strong and proven administrative skills
- Ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team
- Flexibility, commitment and the ability to multi-task
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Knowledge of regional and cultural networks
- IT skills, especially Microsoft Office
- Highly organised and able to work to deadlines

Fee:

The fee for this work is £10,000 (inclusive of VAT if applicable). We anticipate that this will be in the region of 50 days work between June 2019 (starting as soon as possible) and October 2019. The producer will be classed as self-employed for tax purposes and will be responsible for managing their own tax and national insurance contributions.

To apply, please submit the following:

- A CV (including details of two referees)
- A Covering Letter, outlining why you would like this role and how you meet the person specification

Please email your application to Steve Ball at steveball@culturecentral.co.uk by **Friday 14th June 2019** with the subject line '**Producer Application- Digbeth Weekender 2019**'.