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www.projectphakama.org

ROLE	Creative Producer (Maternity Cover)
MAIN LOCATION	Main base at Phakama's offices located at Queen Mary, University of London, Mile End Road, London E1 4NS, United Kingdom, but may be required to work from other locations from time to time
RESPONSIBLE TO	Board of Trustees
WORKING ALONGSIDE	Creative Director
RESPONSIBLE FOR	Freelancers as required
CONTRACT	Maternity cover (until June/July 2022), part-time (4 days per week)
ANTICIPATED HOURS	32 hours per week. Office hours have historically been Monday-Thursday 9.30am – 5.30pm including an hour unpaid lunch break, but working days are negotiable and flexible. This role is part time as we understand the importance of our team also continuing in their own artistic practice.
SALARY	£35,000Pro rata
HOLIDAY	25 days (exclusive of bank holidays) per annum pro rata

ABOUT US

Phakama is a small Arts Council National Portfolio Organisation with collaboration at its heart. Phakama is a small yet highly ambitious organisation that achieves significant impact with limited resources. We find the space and time for people to collaborate and creatively share their experiences through daring performances that transcends age experience and cultures.

Phakama truly achieves what many arts organisations say they do. It changes lives. Its work has a genuine, powerful and profound impact on those people it touches."

Sarah Boiling External Organisational Review March 2016.

Our flagship project with young people, Rise UP, has been running for five years. This project happens annually and allows young people to meet together for an intensive week, learning from each other's experiences and stories, culminating in a public sharing. With our ongoing project Talking Books Phakama's artists also work with nursery children, helping them to start story-telling and harnessing their imaginations from a young age. Each year we award and support a number of artist bursary schemes. These schemes allow us to engage with artists across the country and support projects from theatre productions, to art installations to photography exhibitions and more. Phakama also has an ongoing refugee project which is a partnership with organisations in Paris and Athens and has seen members of our board and youth board visit Paris and run workshops with refugees there.

As a non-hierarchical organisation, Phakama operates on the belief that everyone has something valuable to give and gain. One of the most important aspects of Phakama is our active and inspiring youth board. Our youth board are consulted in all decision making within the organisation and truly shape the work of Phakama.

Phakama is pleased to have been ranked in the top 5% for performance in the Creative Case for Diversity amongst the Arts Councils National Portfolio Organisations.

Our Vision: To empower people to be the fullest version of themselves, where participation in, rather than mastery of, the world is celebrated.

Our Mission:

- To create daring performance in unusual spaces, which celebrate the art is existence and creates shared spaces where the seemingly impossible becomes possible;
- To unite communities through a process of Give and Gain, which is trail-blazing, non-hierarchical and life-affirming;
- To bring together young people and diverse communities, who otherwise would not have had the opportunity to connect, and provide a platform from which to express, grow and perform.

ABOUT THE ROLE

The Creative Producer (Maternity Cover) works in tandem with the Creative Director in order to deliver the artistic aims of the organisation as well as ensuring the financial viability of the organisation.

Artistically this role has a focus on projects with children and young people. This role has a focus on producing and is responsible for budget management, project costing and forecasting of the organisation's future activities. Projects that the Creative Producer (Maternity Cover) will lead on during this time are Rise Up and Talking Books, as well as assisting on a few smaller scale projects.

Together with the Creative Director, the Creative Producer (Maternity Cover) is also responsible for the day-to-day operational running of the company, including financial management, liaising with stakeholders and implementing the artistic vision of the organisation.

The Autumn/Winter of 2021/22 will be a busy time for Phakama as the Creative Director leads on writing the Arts Council England NPO bid. The Creative Producer (Maternity Cover) will be expected to assist the Creative Director on this when needed.

The successful candidate would be expected to approach this position with an open and pro-active attitude, managing multiple projects and tasks simultaneously. This is a hugely exciting opportunity to work alongside the Creative Director taking Phakama into the next phase of its development, harnessing its potential, expanding its reach and delivering its objectives.

KEY RESPONSIBILITIES:

Artistic:

- To co-lead with the Creative Director on the artistic direction of Phakama, ensuring that Phakama continues to produce work in line with its' mission statement and working methodology (Give & Gain).
- Work with the Creative Director to continue to develop a vibrant and involved network of exciting artists to create and deliver participatory arts with and for hard to reach people in London.

- To facilitate workshops and training with peers, artists and young people.
- To establish links with local, national and international youth organisations, community centres and participatory arts organisations.
- Lead on the support of the youth board and children and young people bursary candidates and projects, including booking spaces, research, sourcing materials; facilitating, documenting and evaluating.
- To set-up rooms for workshops as required and be responsible for gathering participant information, photo consent forms, registers, contact details
- To assist in the recruitment of participants and maintaining participant relationships in relation to project information.
- Undertake background research for projects.

Producing:

- To set up projects including project planning, identification of and liaison with suitable partners, budgeting, production (including hands on project management) and evaluation
- To be the main point of contact for the project artists, schools and participants
- To be responsible for individual project budgets, spend, contracts and agreements
- Ensure projects are captured, documented and shared appropriately
- To support the delivery and smooth running of the sessions (includes; set-up, attendance monitoring and refreshments).
- Deliver Arts Awards – Bronze, Silver, Gold.
- Liaising with accreditation awarding bodies

Operational

- To write and circulate the minutes of board meetings
- To create and maintain data and information systems for the organisation (e.g. mailing lists, databases) and manage and update the company's website and any online presence including e-newsletters
- To be the lead contact between Phakama, payroll and the bookkeeper, managing the daily office financial systems including, organising petty cash and payments and to work with the bookkeeper to update management accounts and company budgets
- To be responsible for the timely payments of freelancers and staff
- To ensure the company details are kept up to date on Companies House and the Charity Commission
- To process DBS' for freelance artists as and when needed
- To act as the first point of contact for the organisation and to provide and follow-up requests for information, responding to routine enquiries or redirecting them as appropriate.
- To ensure adherence to the company's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.

This job description is subject to regular review and appropriate modification.

Person Specification:

Essential:

- An affiliation and passion for Phakama's Vision and Mission and a desire to grow the organisation and its reach.
- A proven ability to work across multiple artistic practices and projects.
- Extensive project management experience and a proven track record of developing and delivering programmes on time and on budget.

- Proven financial management experience including budgeting and presenting management accounts.
- A flexible and dynamic approach in creating opportunities for strategic development of both the organisation, artists, and participants.
- Demonstrable experience of working with young people within UK.
- Proven ability to appropriately plan and deliver successful projects.
- Excellent leadership and people management skills, with the ability to communicate with a wide range of people.
- Proven track record of developing and sustaining working partnerships with other organisations, artists and communities.
- Excellent written and presentational skills

Desirable:

- Experience of working with hard to reach and community groups.
- Experience of website maintenance and social media.
- Experience of supporting on funding bids

HOW TO APPLY

In order to apply for this position please submit a CV, a Covering Letter and a completed Equal Opportunities Monitoring Form to recruitment@projectphakama.org. Your Covering Letter should be no more than 2 sides of A4 and you should use this Job Description to demonstrate how you are suitable for this position.

Closing Date: 10am on Tuesday 31st August

Phakama is an equal opportunities employer and our recruitment process is open to all. Our ambition is to achieve greater diversity so that our organisation better reflects the city and country in which we live.