

ARNOLFINI

JOB DESCRIPTION

DESIGNATION:	Senior Producer
RESPONSIBLE TO:	Director of Programme
DATE:	March 2017

About Arnolfini

Arnolfini is one of Europe's leading centres for the contemporary arts, presenting innovative, experimental work in the visual arts, performance, dance, film, music and events, accompanied by a programme of learning and participation activities. Five exhibition spaces, a theatre/cinema auditorium, Reading Room and Light/Dark Studios are housed in the Grade II listed, fully accessible building. Housed in a 19th century converted warehouse at the heart of Bristol's historic Harbourside, it also contains one of the country's best arts bookshops as well as a Café Bar serving the best in local and seasonal produce.

Arnolfini's mission is committed to making spaces inside and outside our galleries to achieve the widest possible inclusion, participation and contribution amongst the public. And to place building through engagement with arts and culture. As such we address a wide set of audiences, partners and stakeholders who contribute to making space for participation in contemporary art and thinking.

Arnolfini is managed through a limited company with charitable status and a wholly owned trading company. It is governed by a board of Trustees, who are also directors of the company. It is in receipt of stakeholder funding from Arts Council England (as part of the National Portfolio of regularly funded organisations) and Bristol City Council. The organisation has recently reviewed its programme of activity and has ambitious plans to expand its cultural programmes and commercial activities. We believe that it is only through creativity and the free exchange of ideas that individuals become empowered and that society can develop. Art inspires change.

Purpose of Job

The Senior Producer develops and oversees the delivery of Arnolfini programme activity across all art forms and platforms including particularly in visual arts, live and performance, digital, and film. They will lead the development, production and evaluation of specific projects, working closely with artists, colleagues across the organisation and other collaborators to ensure an integrated, audience-focussed and diverse approach to conceiving and producing work, managing team members to ensure high-quality, engaging outputs. They will be line-managed by the Director of Programme. Where appropriate they will report into other project leads which may include members of Management or Senior Management Team. They will work closely with the Senior Management Team and the Senior Curator (Learning & Participation) to develop strategic objectives. This is a staff management role and the post-holder is a member of Management Team.

Key Accountabilities

- Development, production and evaluation of programme and projects within and beyond the building, and online, in accordance with Arnolfini's vision and aims.
- Financial management and funding of programme activity, and associated reporting.
- Development of collaborative relationships and projects.
- Maintenance of a network of specialists to support interdisciplinary work.

Duties and Responsibilities

Strategic Responsibilities

- Keep abreast with ideas and issues in contemporary art practice and maintain an active network of professional contacts in order to support Arnolfini's strategic aims.
- Work closely with the SMT to set long term programme objectives, and refine and develop programme and audience frameworks together with Senior Curator (Learning).
- Drive longer term strategic fundraising and income generating initiatives, through research, relationship management, and programmatic activities.
- Play a leading role in ensuring that public engagement, programme and organisational strategy supports diversity aims and, as a key member of our diversity think tank, contribute to the development and implementation of our equalities action plans.
- Contribute to the development of strategic thinking and initiatives to better exploit the potential reach and impact of work created or distributed via online platforms.
- Develop and sustain collaborative relationships at regional, national and international level, and act as an advocate, promoting Arnolfini as a leading artistic and research hub.
- Establish clear and appropriate evaluation strategies for programmatic activity in keeping with wider organisational evaluation methods.

Operational Responsibilities

- Initiate, develop, and oversee programme delivery in and beyond the building, working with colleagues to ensure effective, organisation-wide project team working.
- Research issues within the fields of artistic practice, and curatorial production, particularly in visual, live and digital art in order to support the development of original and ambitious projects in collaboration with others in and beyond the organisation.
- Work with artists, collaborators and others to curate and produce projects in visual art, live and performance, digital, and collaborative and participatory practices.
- Represent the programme as a member of Arnolfini's internal Think Tank to address equality and diversity across the organisation.
- Lead project teams, managing the successful delivery of all activities including research, preparation, fundraising, setting evaluation frameworks, staging/installation, launch/presentation, public engagement, de-installation, and reporting and debriefing.
- Oversee the delivery of technical aspects of the programme delivery in all forms and spaces, and manage and support the Technician and Production Coordinator to achieve high quality presentation in our own and partners' work.
- Write, prepare and review Risk Assessments and Method Statements for programme activities and events as appropriate.
- Explore and exploit different dissemination channels for programmatic and project activity, with a strong focus on digital interaction and participation, and facilitate the creation of on-line

content to ensure Arnolfini's work reaches the widest possible audience both within and beyond the building.

- Write copy to support the promotion and presentation of our work for communications and interpretation, and edit and write long-form texts where appropriate for online use, and in support of the production of brochures and publications.
- Manage partnerships to support project development, and create initiatives and ideas to maximise the value of Arnolfini strategic partnerships, particularly that with UWE.
- Research sources of funding support, ensure fundraising targets are realistic and achievable, cultivate relationships and write funding applications and reports.
- Work entrepreneurially with others to identify specific commercial opportunities related to, or beyond programme, in order to maximise box office and trading income.
- Ensure effective financial management of programme activity, control costs, and deliver projects within budget. Be accountable as a project lead and manager.
- Report on programme spending in designated areas on a monthly basis, undertaking budget reconciliations and ensuring all files and records are maintained.
- Compile and write reports on programme activity, including reports for funders, and quarterly financial and programme activity reports for Board of Trustees.
- Provide leadership and line management to other staff in the team, motivate and support them to achieve objectives, provide guidance and ensure appropriate staff development.
- Oversee effective placements and internships (including any MA students), and review management of these placements periodically to ensure they are fit for purpose.
- Ensure staff are fully conversant with Arnolfini policies including Equal Opportunities, and Health and Safety policies, and ensure all policies are adhered to at all times.
- Manage technical delivery, liaison with Building Management

General

- To represent Arnolfini at local, regional and national meetings and events.
- To be fully conversant with all Arnolfini policies including Equal Opportunities and Health and Safety and ensure by following established working practices and guidance that all policies are adhered to at all times.
- To attend training or meetings as required.
- To carry out any further duties as reasonably requested.

Scope for Impact

- To enhance Arnolfini's identity and reputation as an enabler of public engagement with high-quality, risk-taking transdisciplinary work, and a supporter of diverse artistic practices.
- To further embed collaboration and audience engagement within all producing and curatorial work, and achieve high impact, relevance, and visibility in local, UK and international spheres.
- To champion approaches that ensure Arnolfini continues to become an increasingly diverse and inclusive organisation in composition, outlook and activity.
- To bring an entrepreneurial approach to programme development and innovative and pragmatic thinking to fundraising, finance and the creation of revenue opportunities.

Person Specification

- A team player committed to public engagement through access and inclusion, and working with others to lead and support team and individual objectives.
- Audience-focused with an imaginative approach to working with others to create impact
- Able to inspire and motivates colleagues and stakeholders.
- Entrepreneurial, with the ability to identify funding and income opportunities.
- Flexible, resilient and adaptive with capacity to manage others and lead teams.
- A strategic thinker who can balance priorities and pressures.
- An outstanding communicator and collaborator who can ably represent Arnolfini.

Essential Knowledge and Experience

- Demonstrable success in producing ambitious artistic and/or collaborative projects within a publicly funded context.
- Evidence of commitment to collaborative working and proven track record in at least one specific areas of artistic or socially engaged/collaborative practice relevant to Arnolfini's future mission.
- A demonstrated commitment to working in ways that increase inclusion, diversity and access to high quality artistic work.
- Success in negotiating and building partnerships to support the realisation of work.
- Evidence of an imaginative approach to creating impact through artistic projects, taking account of audience, site, context.
- A level of insight into and understanding of developments in artistic practice relevant to Arnolfini's aspirations.
- Excellent project management and team leadership skills, and significant experience of managing and motivating staff.
- Demonstrable financial acumen, and experience of budget setting and management.
- A proven ability to multi-task and work within a complex production environment.
- The ability to assess priorities, set and achieve objectives and meet deadlines.
- Excellent interpersonal communication skills, including clear and accurate written communication, and effective communication with a wide range of people.
- Excellent IT and administrative skills, and evidence of using these in an agile, flexible and open way of working with others.

Desirable Knowledge and Experience

- An understanding of the national and regional context for Arnolfini's work.
- Evidence of success in fundraising and producing ambitious projects in live, digital and engaged and collaborative work.
- Experience of delivering complex artistic projects within both building-based and offsite/festival contexts.
- A strong network of relevant individual and institutional connections in the UK and internationally.

Terms and Conditions

The post is offered at £29,500 per annum and is subject to the receipt of satisfactory references and the completion of a six-month probationary period.

Hours will be 40 hours per week. Annual leave entitlement will be 24 days plus 8 bank holidays pro rata per annum.

You will need to provide evidence that you have the necessary permission to work in the UK.

Standard Arnolfini Terms and Conditions apply.

How to Apply

Please send a CV and short covering letter together in one PDF file explaining why you would be the ideal person for the job, responding to the points in the job description.

If you would like to submit your proposal in an alternative format please contact us.

Please send completed applications by email to recruitment@arnolfini.org.uk with the subject line 'Senior Producer'.

Application Deadline: 6pm on Monday 3 April 2017.

Interviews will be held on Thursday 13 or Friday 14 April 2017.