

WATERSHED

February 2017: Watershed Producer

Dear Applicant,

Join our team to deliver Creative Producers International

We are looking for an ambitious Producer to join Watershed to lead Creative Producers International, a brand new global talent development programme, designed to develop the capacity and skills of 15 Creative Producers from across the world to become the creative city change-makers of the future.

Watershed's programmes are distinctive, imaginative and collaborative, and Watershed Producers are vital members of the team – nurturing, inspiring and engaging other producers, artists and audiences.

You will be a curator of people, understanding how to form collaborations and mobilise communities. You will be brave in your ideas and considered in your approach. You will be more suited to team work than hierarchy. You will be an excellent story teller and have the skills and confidence to bring additional international partners and funders on board. You may come from working in the commercial or the cultural sector but will understand the value of combining both.

This role requires a broad set of capabilities and experiences and we realise good candidates don't always come fully formed. Our key requirement is someone who can create compelling communications around the project and is comfortable raising money – our existing team has experience across the rest of the project and will support the right candidate to develop theirs.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from a BAME background as they are under-represented within our staff team.

If you are interested in applying, you should:

- Read the job description
- Read the overview of Creative Producers
- Visit the Playable City Website, get to know the background of the project and the network that already exists
- Download and complete the application form
- Download and complete the equal opportunities monitoring form

Please send completed applications to rachael.burton@watershed.co.uk

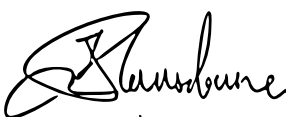
The closing date for all applicants is 1pm on Monday 6 March 2017

We will contact short-listed candidates on Thursday 9 March 2017

Interviews will take place on Wednesday 15 March 2017

Please note that if you have not heard from us by the above date, you have been unsuccessful and we are unable to offer you an interview. Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and equal opportunities monitoring form. Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.

Best wishes



Jo Lansdowne

Creative Programme Manager, Watershed

WATERSHED

Job description

Position: Producer (Full time)

Grade: 2 (£30,000 per annum fixed term contract until end of December 2019)

Responsible to: Creative Programme Manager

Purpose of Role

Watershed's Creative Producers International is a talent development programme, developing the capacity and skills of 15 Creative Producers from across the world to become the creative city change-makers of the future. The post-holder will work with the Watershed Producer team to design an engaging, dynamic programme that meets the needs of the participating producers, and support them to deliver brilliant, meaningful and accessible work in city spaces.

Creative Producers International is supported by Arts Council England through its Ambition for Excellence scheme, British Council and UWE Bristol. It brings together an international network of partners including RSC, Manchester International Festival, Situations, Somerset House, Unlimited, Future Lagos (Nigeria), Rhizomatiks (Japan) and Laboratorio para la Ciudad (Mexico).

Principal Responsibilities

- Overall programme management including production plans, contracting, risk assessments, health and safety, budgets and cash flow
- Recruitment of Creative Producers through a global open call
- Organisation and support of programme advisers and funders including regular reporting
- Production of residential workshop and digital labs for Creative Producer cohort
- Production of conferences in Bristol and Tokyo in association with local partners
- Support for ongoing peer learning and sharing across Creative Producers cohort
- Liaison with UWE evaluation team in recording evidence of participants' activities
- Design and delivery of communications and community animation to ensure the story of the project is well shared
- Support for Creative Producers' own projects, including working with them to identify and secure local match funding
- Keeping project websites interesting and up to date
- Contracting and Management of consultants and associates
- Representation of Watershed at events/receptions/conferences
- Member of Watershed Creative team
- The position will involve significant travel to visit partners and some working out of core office hours for virtual meetings

Key Performance Indicators

- Creative Producers feel engaged and well supported
- Community is sharing regularly outside of events
- External communications are accurate, timely and engaging
- Match funding is in place for commissioned projects
- Events are well produced, documented and evaluated
- Good working relationship with funders and partners
- A generous and effective member of the Watershed creative team
- Budgets and financial records are managed well

Person Specification

Experience

- Producing large scale projects, from early stage all the way through to realisation/installation
- Building and supporting an engaged community of practice

- Raising sponsorship and funding
- Creating and sharing compelling stories

Capabilities

- Empathy - understanding when to act
- Collaborative - able to work as part of a team
- Highly organised and self-motivated
- Resilient – able to be flexible in response to change and challenge
- Good communication skills

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed’s Vision and Values is therefore important.

People Led	People are the engine of our organisation. We will never forget that we are here for the people we work with and for – without them Watershed would not exist.
Entrepreneurial	We create opportunities, incubate ideas and take risks to explore new ways of looking at, and doing, things.
Make Things Happen	Through partnership, innovation and exchange we make things work and aspire to excellence.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Celebratory	At the heart of our offer is the celebration of culture, diversity, creativity and wonder.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.



INVESTORS IN PEOPLE

Watershed is striving to be an equal opportunities employer.

Creative Producers International is supported by:

