

WATERSHED

Job Description

June 2021

Job title: Producer - Bristol+Bath Creative R+D (Maternity Cover)

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is **Inclusive - We are people led**. We listen to and engage with the broadest range of people. This letter lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

Before you apply

You may not have worked in a cultural organisation before, or in an organisation like Watershed. Perhaps you have worked in music, fashion, design or in technology - which are very transferable contexts. If you are from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process). They would be pleased to help you think this through. Please request this by emailing our Research Lead- Furaha Asani at furaha.a@watershed.co.uk (we will not ask you to disclose your background).

We believe our work will be stronger with greater diversity and welcome applications from those who bring difference to our team. Watershed welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

Timeline

The closing date for all applicants is: **5pm on Friday 2 July 2021**.

We will contact all long-listed candidates by: **5pm on Thursday 8 July 2021**.

In order to broaden the field of candidates, the Watershed team will aim to meet all candidates who meet the basic criteria for a short online interview during the week of **12 July 2021**. This will be an opportunity for you to ask us more about the role, and for us to hear more about you.

We will then hold second interviews during the week of **2 Aug 2021**.

Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Thank you for your interest in Watershed.

Furaha Asani
Research Lead

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Position:	Producer, Bristol+Bath Creative R+D (Maternity Cover)
Grade:	2
Responsible to:	Watershed Research Lead
Contract term:	12 months or upon return of the permanent postholder
Start Date:	September 2021

Watershed is seeking a dynamic producer who is experienced with creative producing in an international context. We are looking for someone with excellent and demonstrable organising and empowerment skills, to implement an ambitious programme of work linking creative producers in Bristol and Bath with artists, researchers, and creative producers based in other countries.

Background

[Bristol+Bath Creative R+D](#) is a £6.8 million collaboration that aims to raise the bar for the region's creative industries. The five-year programme seeks to forge connections and partnerships in Bristol and Bath, sharing knowledge, creating crossovers and even greater opportunities in what's already one of the most vibrant clusters in the UK.

This collaboration between the region's four universities (UWE Bristol, Bath Spa, the University of Bath and the University of Bristol) and Watershed intends to break down the doors, connecting the worlds of university research and creative business to develop a shared vision for tomorrow's creative industries. We are also host to Creative Workforce for the Future, working with cultural organisations and companies across the region to connect them to exceptional talent from underrepresented backgrounds.

We are here to make a real and lasting impact. To attract new talent and foster the next generation of original, diverse, creative minds. We want Bristol and Bath to carry the torch for jaw-dropping innovation, creating the most inventive, compelling new products, services and experiences. And we want to achieve this in an inclusive and sustainable way, working as one to create a positive economic, social and cultural impact.

In our fifth and final [pathfinder](#), we are interested in linking creative producers in Bristol and Bath with artists, researchers, and creative producers based in countries where we have established trusted and much-valued collaborations to facilitate cross-border working relationships. This pathfinder will serve the dual purposes of knowledge exchange and research and development in an international context, and the expansion of our network.

Purpose of Job

This post will be based at Watershed and will work with a team of Producers across the partnership.

Your role is to support a collaborative programme between Bristol and Bath and our international partners, being responsible for producing the activities required to ensure the pathfinder flourishes. You will work in collaboration with two other Producers (as well as a wider delivery team) on Bristol+Bath Creative R+D to coordinate the day-to-day operation of the programme, facilitate the partnership, and support those in the creative sectors of our city and region.

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Principal Responsibilities

- Broker connections and support across the network (which will include international partners).
- Produce workshops, organise and host networking events and support the selection process for new participants.
- Participate in peer learning across the Producers based with Bristol+Bath Creative R+D Partners to further the aims of the project.
- Work with Partners' Communications Departments to contribute towards the production and publishing of project marketing and publicity online and for PR purposes as necessary.
- Liaise with the Bristol+Bath Creative R+D Evaluation team at Watershed and UWE in recording evidence of participants' activities.
- Support the legacy of Bristol+Bath Creative R+D through consideration of how learning from the programme can feed into other areas of work.
- Represent Bristol+Bath Creative R+D at events/receptions/conferences. This will be shared among producers.

Key Performance Indicators

- Bristol+Bath Creative R+D producers understand the mission of the programme and how they fit within it, they have a good understanding of the work of the other partners.
- Bristol+Bath Creative R+D partners and participants feel engaged in and well informed of overall project developments.
- Learning from the delivery of the programme is captured and shared across the partnership.
- Financial transactions are accurately recorded and budgets are effectively monitored.

Skills & Experience

Essential

- Experience of project management.
- Experience of relationship management and partnership projects.
- Experience of managing complex budgets.
- Understanding of digital media/creative SMEs and cultural organisations.
- Good communication and networking skills – ability to build rapport with a wide range of stakeholders in person, in writing and by telephone.
- Able to work as part of a team.

Desirable

- Experience in curation/production of creative economy projects or talent development programmes.
- Experience of creative producing in an international context.
- Presentation, report writing and public speaking ability.

Capabilities

- Able to inspire and motivate colleagues.
- Highly organised and self-motivated.
- A flexible and positive approach to work.
- Resilient, responding constructively to change and challenge.
- ICT literate and able to develop new skills quickly.
- Committed to equalities and inclusion.

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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.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.



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