

the **point**
EASTLEIGH

The **Berry**
Theatre



SUMMER 2019 RECRUITMENT PACK

Phoenix Dance Theatre - Studio set up for the Triple Bill 2016
Dancer: Sandrine Momin
Photography: Richard Moran

EASTLEIGH
BOROUGH COUNCIL



Supported using public funding by
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ENGLAND

Summary

Thank you for your interest in the Creative Projects Producer role at The Point, Eastleigh and The Berry Theatre. Enclosed in this recruitment pack is some information about our venues as well as the job description and person specification.

Creative Projects Producer

The Point and The Berry Theatre are looking for a dynamic Creative Projects Producer who has at least 2 years' experience in designing and delivering arts driven programmes. This person will need to seek out opportunities to develop and deliver inspirational arts projects working with external stakeholders and diverse participants in the community and the Borough of Eastleigh, as well as manage projects and programmes based at The Point.

Responsible for securing, planning and managing a portfolio of artist-led creative engagement projects, this person will be leading a pool of freelance artists and practitioners to deliver a wide and diverse portfolio which could comprise of youth projects, older peoples work, disability projects, criminal justice projects and health related programmes. The role will require experience of securing funding from multiple sources as well as a detailed approach to managing budgets.

This role will require a persuasive and tenacious approach and will need to have confidence and flair in advocating the benefits of arts engagement more widely in relation to a busy contemporary performance programme in both venues.

Eastleigh Borough Council is an ambitious and progressive council. We are recognised for our innovation and achievements, and for delivering high quality services to our customers and the community. We are constantly evolving and we have just completed a major transformation programme that has changed the way we work to ensure a smarter and more efficient approach to service delivery.

About The Point and The Berry Theatre

Based in the heart of Eastleigh, The Point is a regional powerhouse for contemporary dance, aerial and circus, theatre and combined arts. We specialise in programming risk-taking contemporary performance. Our programme of professional dance, theatre, comedy and film attracts the very best British and international artists to the region.

Placing audiences at the heart of everything we do, our work enriches lives through inspirational experiences created to move you physically and emotionally.

Through creative residencies in our world-class Creation Space and through our trail-blazing Associate Artist programme, we support artists to develop new work and reach new audiences.

Engaging thousands of participants each year, we develop talent, raise aspirations and inspire the next generation; developing Eastleigh as a creative community.

The Berry Theatre presents inspirational work for children and families alongside hand-picking the very best productions from across the UK from theatre to film, live screens and comedy. The venue also has a busy Youth Theatre and runs a range of outreach work.



Our work

We reach audiences of over 57,000 each year and across both venues present a broad performance programme of dance, theatre, circus, comedy, family work, music and a diverse programme of community focused showcases as well as supporting our community of hirers.

The Point is an Arts Council England National Portfolio Organisation where funding is directed to our artist development, commissioning and festival work. We have an excellent reputation for both talent development, working with young people in dance and theatre, and artist development through our Associate Artist, @HOME programmes as well as a packed residency programme in our creation space and accommodation. Since the opening of this unique facility in 2009, we have enabled over 200 companies to make new work, as well as nurturing over 35 emerging associate companies to become sustainable businesses.

Arts engagement is at the heart of what we do. Over 20,000 people engage in our activity each year and we have several youth groups working in dance and theatre as well as programmes that focus on health and wellbeing and those with physical and learning difficulties. We are an Arts Award training organisation working closely with our Arts Council bridge organisation ArtsWork to deliver high quality arts projects in schools, as well as in the wider Borough of Eastleigh.

The Point and The Berry Theatre are owned and managed by Eastleigh Borough Council. There are eight areas of Arts and Culture Provision delivered at and from both venues:

The provision consists of eight specific programmes:

- Professional performances
 - Professional artists development programme
 - Start-up provision for emerging artists and creative businesses
 - Community and commercial hire programme
 - Education engagement programme
 - Arts Development programme offering accessible participation across the Borough
 - Festival programme
 - Café/Bars and Events Programme
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Our reason for being

We believe in the transformative power of the arts to enhance and change lives. Increasingly, the arts is being marginalised in educational settings where our young people need it most to be able to express themselves creatively and emotionally. Our programme of performances and participation at The Point is driven by our mission Moving You, where a visit to the building will guarantee a long lasting, unforgettable experience. The Berry Theatre is the place to have a great night out, where we enjoy telling the best stories. Our festivals – Eastleigh Unwrapped and Eastleigh Film Festival are all about reaching out to our local audiences and giving them special one-off experiences that you can't get anywhere else.



Job Overview

Role: Creative Projects Producer

Job family: Arts and Culture

Service area: Service Delivery

Salary band: £22,700 - £26, 675 (Band 4)

Annual leave: 24 days

Hours: 37 hours per week (job share considered)

Develop a challenging and risk taking Community-focussed creative programme in line with the Arts and Culture strategy for the Borough whilst developing networks to enable resilience and sustainability for the resulting programme of activity.

To be successful in this role you will have the following essential experience:

- At least 2 years professional experience in a comparable role
- A thorough and considered understanding of the context of the work and the impact of arts in the community and its ability to contribute to social regeneration and inclusion, health and wellbeing and economic regeneration
- Experience of initiating and leading creative participation projects and programmes in response to community needs, requirements and consultation
- Experience of managing freelance staff for creative projects
- Experience of shaping projects with artistic partners and other stakeholders
- Excellent Project management skills including budget management
- Experience of securing funding from multiple sources for arts projects including negotiating for sponsorship and applying to trusts and foundations
- Experience of marketing and communications

We are keen to hear from candidates who can exhibit the following skills and qualities:

- Dynamism
- Entrepreneurial
- Tenacious
- Passionate about the arts
- Excellent attention to detail
- Forward thinking
- Ambitious
- Confident
- Adaptability and flexibility
- Excellent communicator and collaborator

If you are excited by this opportunity and feel you have the skills, experience and attitude we are looking for we would love to hear from you.

Benefits: At Eastleigh, we are committed to supporting and developing all our staff and creating a culture that is inclusive, innovative and enjoyable. We offer excellent opportunities for continuous professional development and support our staff in maintaining a good work life balance through our innovative flexi time system. We also have excellent package of benefits including:

- 24 days, pro-rata annual leave dependant on service
- Flexible working arrangements and ability to accrue up to 2 days additional flexi leave per month (subject to operational requirements)
- Defined Benefit Pension Scheme
- Places Leisure, Eastleigh – 30% off Full Membership
- Confidential Employee Advice and Support Programme
- Car and Season Ticket loans
- Excellent working environment
- Support for continuous professional development
- Good work life balance

For more information on the vibrant programme we currently offer please go to www.thepointeastleigh.co.uk. For an informal discussion please contact Sacha Lee - sacha.lee@eastleigh.gov.uk

To apply please complete the online form at: www.eastleigh.gov.uk/jobs/current-vacancies

Closing date for applications: Monday 30th September 2019

Interviews: TBC

Eastleigh Borough Council Behaviours Framework

Central to the delivery of the role is the Council's values and behaviours and all employees are expected to work within the Council's Core Behaviours Framework. These are shared by all employees and applied to everything we do.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend.

This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder. This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

Adaptability & Flexibility

Respond positively to change and adapt own behaviour or work practices when there is a change in the work environment.

Customer Service

Demonstrating an understanding that customers and customer satisfaction are the foundations of the organisations success.

Communication

The ability to communicate well through a variety of communication methods.

Personal Improvement (own learning & development)

Ability to see where personal improvements can be made, and the willingness to undertake development opportunities to achieve them.

Taking Responsibility and achieving results

Ability and willingness to focus on achieving individual and organisational goals.

Working with others

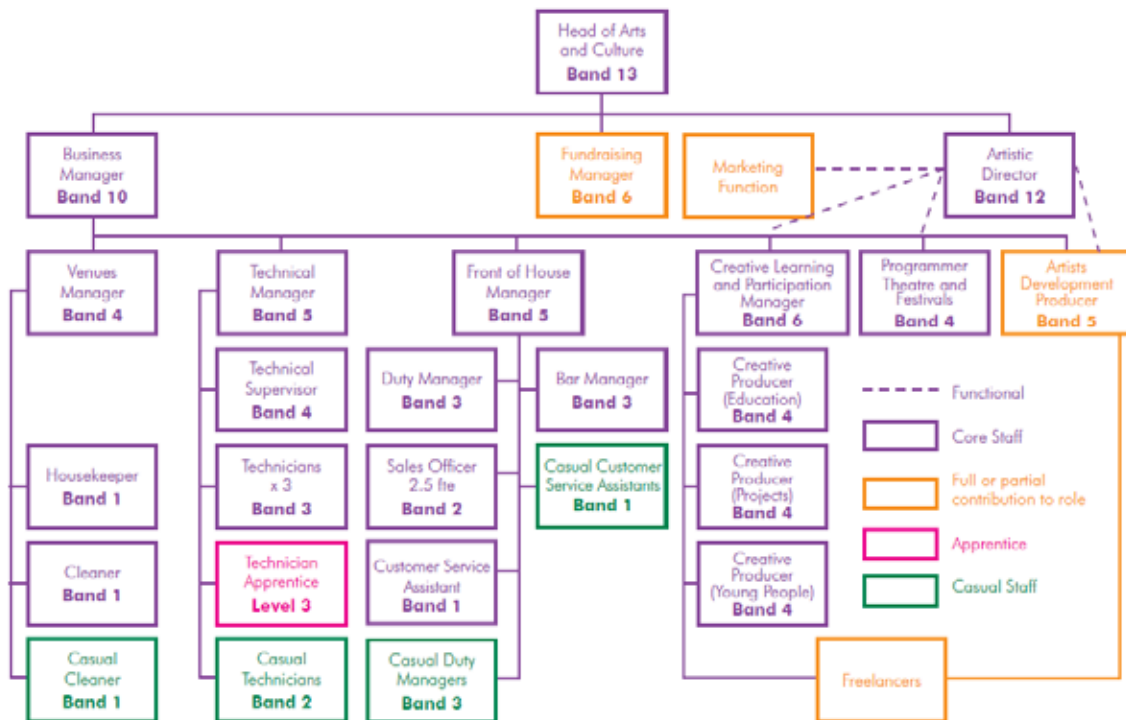
Willingness to act as part of a team and work towards achieving organisational goals and outcomes.

Eastleigh Borough Council Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.



The Team



Funding

Owned and managed by Eastleigh Borough Council, The Point became one of Arts Council England's National Portfolio Organisations in April 2015.

Opened in 2011 by actor and director Samuel West, The Berry Theatre in Hedge End is joint funded by Eastleigh Borough Council, Hedge End Town Council, Wildern School alongside a co-location grant from Partnership for Schools and is supported by Hedge End, West End and Botley Local Area Committee.