



CREATIVE PRODUCER - CHILDREN & YOUNG PEOPLE Job Description and Person Specification

Job information

Job title:	Creative Producer - Children & Young People
Salary:	£25,000 per annum with a work-place pension scheme available after 6 months of employment.
Working hours:	Full time (35 hours). These hours will need to be worked flexibly and will include evenings and weekends.
Holiday:	25 days holiday entitlement per year, in addition to public holidays, including statutory bank holidays.
Place of work:	Company office at Green Fish Resource Centre on Oldham Street, Manchester City Centre and various other venues in Greater Manchester.
Reporting to:	Creative Director
Responsible for:	Creative Teams, and volunteers and other delivery staff.
Contract Duration:	3 year fixed term contract with opportunity at the end of the 3 years for extension subject to further funding.
Probationary period:	6 months
Other Essentials:	Subject to DBS check
Closing date:	Midday on Wednesday 28 th November 2018
Interview date:	Friday 7 th December 2018



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ENGLAND**





Main Purpose of the Job

CAN are seeking a new Creative Producer to lead our work with children and young people.

The role is a new position at CAN and a key post reflecting the significant focus that we put on our growing portfolio of work with children and young people. As such, we are looking for someone who is dynamic, who will bring considerable experience, energy and passion to the role and who shares CAN's values and ethos. We need someone who will help us develop and expand our cultural offer, successfully engaging and supporting positive progression in the lives of working class young people from all communities. You need to be passionate about the power of creativity to transform lives and feel excited at what is possible and can be achieved.

The main focus will be the delivery of CAN's Children In Need (CIN) funded Children & Young People's Performing Arts programmes in both Manchester and Wigan. Both programmes have been delivering high quality personal, social and artistic outcomes with young people from a wide range of diverse backgrounds over 5 years.

You will be managing two regular performance-based mixed media workshop and production programmes per year, over the three years, plus complementary cultural offers and Arts Award. In addition you will be initiating one new programme of work with Manchester young people to run over 3 years.

The right candidate will be an experienced Young People's Arts Practitioner with a speciality in the creation of live combined-media performance-based theatre, with an understanding of how wider art forms can broaden and enrich the activity on offer.

You will have a sound understanding of good practice in delivering arts-based programmes with children and young people.

One day per week will be dedicated to programme development and fundraising, as well as partnership development and strategic working.

Background Information: Community Arts North West - About the Company

Community Arts North West (CAN) is a leading organisation in the field of participatory arts, migration and the arts of social change. Based in the Northern Quarter of Manchester city centre, we work in partnership with communities, artists, cultural and third sector agencies in Greater Manchester and beyond to encourage, develop, produce and promote cultural programmes of work by people who are excluded, or on the fringes of the mainstream. CAN's work is focused on facilitating cross-cultural collaboration, bringing together a diverse mix of people working creatively together. We are particularly passionate about supporting and producing the arts by and with migrants and refugees, and other people from marginalised sectors, seeking to ensure that their contributions are recognised and



welcomed within British arts, history and culture.

CAN's particular specialisms are projects that bring together people from across cultures and communities. We work across a wide range of art-forms including new theatre, live interactive mixed-media performance-based work, new music, digitally created arts, festivals, events and new platforms for sharing and distributing work.

CAN is an Arts Council England 'National Portfolio Organisation' and Manchester City Council Cultural Partner 2018-22. Current programmes include: the Exodus Refugee Arts Programme; Talent Development; and Children & Young People's programmes.

Key artistic initiatives include: the Refugee Week at HOME partnership programme; three-year Children & Young People's Performing Arts programmes in Manchester and Wigan Borough; a heritage programme with migrant communities from the Middle and near East, and European Mediterranean regions resident in Manchester; a Rochdale-based combined arts programme working with diverse women's groups; and CAN's Talent Development programmes.

For more information, please visit: www.can.uk.com

Background Information: Children & Young People

CAN is a specialist youth arts provider offering unique programmes where young people from diverse heritages work together, are valued and encouraged in their creativity, and can become part of exciting production processes that create profound cultural memory.

CAN's Children & Young People's projects involve new young migrants, working collaboratively with other young people from Greater Manchester communities from excluded, culturally diverse and white British backgrounds. Baseline information tells us that at the start of their involvement many young people are often disconnected from cultural opportunities at school, college, and in their communities.

Programmes support creative development; build self-esteem and confidence through creative skills development, group work and leadership skills; where young people are able to share, explore and shape artistic work. Projects engage some of the most vulnerable young people from the region in young-people-centred innovative work with the chance to create high-quality artistic outcomes that speak to audiences beyond their own communities and of which they can be proud. Evidence suggests that the work has dramatic positive impact on young people's personal development.

CAN projects are ideal for helping young people both develop new skills and find enjoyable, meaningful and challenging ways into creativity.

Projects work across a wide range of media with a view to creating original high quality live performance-based creative outcomes, including combinations of the following media:

- Drama: Devising of new work through exploration, research and improvisation, as well as development of performance and presentation skills.
- Dance: Freestyle Movement, Hip Hop and Street, Contemporary Dance, Eastern European Folk, African, Asian and other cultural genres.
- Writing: Poetry, Script and Lyric Writing and Spoken Word.
- Music: Song, soundscapes, music tuition, arranging and composition, DJaying and MCing.
- Digital Arts Production: Film, photography, animation, graphic design, web-based platforms, interactive, locative and mobile technologies and live streaming.

CAN's 2018-22 programme is mainly focused on delivering two major programmes of work in both Leigh (in Wigan Borough) and Manchester over 3 years. Both programmes are now in their 7th year and run in three year cycles. We have been able to develop sustainable models of work that are centred around young people, as well as process rich, artistically ambitious outcomes, which embed deep learning and recognise the talents of all.

Each year involves a programme of work in both Leigh, in Wigan Borough, and in Manchester City Centre at HOME and other venues, that will culminate in a range of performance-based creative outcomes.

Across both programmes we will:

- Continue to build on live performance work to develop dramatic narrative through a range of media.
- Focus on the creative development of children and young people, through a range of artistic opportunities, where they are able to determine creative outcomes.
- Create platforms for children and young people to voice concerns, express interests, share experiences, develop creative expression and receive profile and public recognition for their work.
- Encourage children and young people's unique creative energy through the distinct contemporary art forms that are part of youth culture.
- Evaluate effectively to ensure that learning/best practice influence existing and future programmes.
- Ensure that all workshop programmes have high standards, through quality processes and good local infrastructural support.
- Work in safe, supportive, accessible and welcoming environments that value all children and young people's heritage and diversity.

We work with a range of partners including community agencies/groups, cultural venues/organisations and other relevant agencies such as music services and other statutory providers.

CAN is committed to supporting young people in their personal/professional development; with the company often a first cultural sector port of call. Young people also have the option of continued engagement in the company's work as participants, volunteers and placements.

Kámoši Juniors Performing Arts Group, Leigh (Wigan Borough)

Kámoši Juniors Performing Arts Group is a three-year term-time based project that supports the needs of children aged 5 to 12 years of Romani heritage, mainly from Slovakia, Czech Republic, Romania and other EU countries.

Originally developed as an early intervention approach to combat issues faced by the children's older siblings in Leigh, it offers positive choices through enjoyable activities working across community, home and school. It is supported by parents/carers, three local primary schools, and by Wigan Music Service (WMS) and Ethnic Minority Achievement Service (EMAS).

The project has been running since 2015, providing high-quality dance, drama, and music activities, supported by Children in Need and Youth Music in 2015/16 and 2017/18.

The programme takes place during term-time over the course of a year (every Saturday morning), culminating in an end-of-term music-theatre production. In addition, Wigan Music Service provides weekly instrumental tuition for 20 children from the programme in three primary schools. End of term performances have included: Christmas shows, International Roma Day celebrations, performances as part of Leigh Carnival, and school-based performances.

Parents from all communities have got behind the project which has achieved a great social mix of children from Romani, White British, and other BAME communities. With the programme now embedded in the community, we look forward to the next three years' creative journey to see how much further we can go.

CYA@HOME (CAN Young Artists @HOME), Manchester

CYA@HOME, now in its 4th year, is an acting company with young-people aged 14 to 18 years, developed and managed through a CAN and HOME partnership.

HOME is Manchester's new iconic arts centre for film, theatre and contemporary arts in the heart of the city centre.

Over 6 months of every year, a new workshop and production programme takes place to develop new work created and performed by the young company. An additional programme of cultural offers has included film production, Arts Award, seminars, theatre visits and other associated projects. The young company have also taken part in the World Stages Festival and the National Theatre Connections Festival. CYA were the first young people's theatre company to perform on the main stage in Theatre One at HOME.

CYA@HOME is an integrated group with participants from a wide range of cultural backgrounds from approximately nine different Manchester boroughs. For the majority, this project has been a first for the young people who have found a historic difficulty in finding places where they can develop their creative skills and meet new young people from other social and cultural backgrounds.

Working in such a culturally integrated group has had profound resonance for the young people with 100% highlighting how the diversity of the group was what made it unique, special and important to them.

Their last production in May 2018 was an intimate and powerful performance that centred on the stories and voices of the young company, aimed at creating a piece of work that articulated and celebrated difference and their hopeful vision of the future. 'A GENERATION RISING - *We are the ones we have been waiting for*' intertwined biographical narratives, visual performance, photography, live music and audio soundscapes, offering a generous and honest account of the lives and experiences of a collective of young people living in Manchester.

This has been a unique and strong factor in the group's development which we aim to build upon in the following years.

Main Duties and Responsibilities

The post holder is responsible for, and will manage and lead, the delivery of the Kámoši Juniors Performing Arts Group in Leigh (Wigan Borough), and CYA@HOME (CAN Young Artists @HOME) based in Manchester. The post will involve running these two main programmes which run annually over each of the 3 years, including any additional cultural offers and developments.

You will also be responsible for the development and delivery of a new programme of work with Manchester's young people, working with a new partner organisation.

This post is partially funded by Children in Need, who are supporting CAN's Children & Young People's Performing Arts programme 2018-21. HOME is also making a contribution towards the funding of this post through their Young Manchester programme during 2018-2020. The Young Manchester funding will in particular support the CYA@HOME element of the post-holder's activities.

Main duties will include:

Programme Delivery

- Working closely with the Creative Director and creative teams, to manage and deliver the above programmes, ensuring fit within the company's Business Plan objectives, ethos, and commitment to artistic excellence and inclusion strategies.
- To work closely with key partner organisations from mainstream, independent, voluntary and community sectors.
- Recruitment, development, and management of skilled, talented and diverse creative teams with cross-art-form expertise, who can inspire and engage children and young people from culturally diverse communities.

- Plan and deliver thorough inductions for two creative teams in company Safeguarding, Data Protection Policies, Health and Safety policies, Awareness Training, and Monitoring and Evaluation plans in line with project aims and objectives.
- Support Practitioners in the planning of sessions to ensure that activities are well prepared and delivered to the highest possible standard.
- Support Practitioners during sessions by providing behavioural support and pastoral care to participants in sessions when necessary.
- To successfully manage Volunteer and Artist Placements, as a core element of both programmes.
- To liaise with CAN Talent Development initiatives to maximise opportunities and learning in bringing on new talent into the sector.
- Recruit children and young people for both programmes working closely with old and new partner organisations, as well as organising a range of appropriate outreach activities.
- Lead on ensuring effective person-centred support is provided for participants who need it, maintaining good communication systems with participants, parents/carers, community partners, creative teams and other relevant individuals.
- Maintain communication with participants after and between projects, continuing to inform them of the work and signpost them to other additional opportunities and facilities that will be of benefit.
- Ensure that young people's access needs are met.
- Deliver Arts Award for both projects for children and young people who want to take part.

Artistic Objectives

- At all times have high artistic aspirations for both programmes to enable the development of art form and content that is relevant, authentic and engaging to children and young people and audiences, with high production standards.
- Ensure that workshop programmes can work with young people from different communities, are consistent in being young-people-centred, accessible as well as challenging, and rich in process and ideas, thus enabling young people to develop confidence, self-esteem, creative skills and leadership.



- To keep abreast of regional, national and international contemporary work in this field as well as best practice, and new and emerging talent.
- Keep up to date with current societal, cultural and political issues that affect children and young people.
- Maintain and develop CAN's evolving practitioners' database; a resource of artists, looking out for new talent from diverse backgrounds. Ensure that creative teams are diverse and culturally literate, and can inspire young people.
- Advise the company on training needs for artists working with young people, and work with the Creative Director to bring on new talent into the sector. Be prepared to take positive action to achieve this and to work with the Creative Director to deliver training programmes for aspiring workshop leaders.

Administration and Marketing

Work with the company to:

- Provide high quality administrative/organisational support to ensure the effective delivery of the programmes.
- Provide high quality written narrative on the work in progress.
- Promote the programme to increase its profile.
- Market events associated with projects within the programme.
- Keep pages on CAN's website up to date.
- Update social media platforms with relevant information and updates.
- Update CAN databases/email groups relevant to the programme.
- Manage, monitor and work within the budgets as set by the Director/s.
- Reconcile project petty cash spend on a weekly basis.
- Keep the company diary and main server project files accessible and up to date.
- Maintain a database of all relevant contacts.

Monitoring, Evaluation and Reporting

- Responsibility for creation and implementation of monitoring and evaluation plans for work undertaken, ensuring that systems measure and gather evidence on how we are achieving funder outcomes.
- Keep attendance registers and participant databases up to date and make sure that all record-keeping complies with the CAN Data Protection Policies.
- Ensure that written CAN reports are produced for each project and shared with the team and Board.
- Compile, write and complete the annual Project Report for Children In Need and any other funders to a very high standard.
- Implement planning, monitoring and evaluation processes to ensure high quality delivery and compliance with company policies.
- Provide copy for CAN's other essential documents such as Business Plans and Annual Reports as well as quarterly company board reports.
- Provide data and narrative reports for Manchester City Council's quarterly monitoring returns.
- Lead the CAN self-evaluation reviews for work related to your programme.

Compliance

- Ensure compliance with all CAN policies and procedures, including Health & Safety, Child Protection & Safeguarding, Financial Conduct, and General Data Protection Regulation Policies.
- Ensuring all activities are well-managed and run safely for practitioners and participants alike.
- Keep up to date with current best practice in the area of Child Protection and Safeguarding etc.
- Ensure that all CAN policies are adhered to and all creative teams and volunteers are properly inducted in CAN Child Protection and Safeguarding policies. This includes ensuring the creative team have up to date training and inductions.
- Ensure that you are up to date with first aid training.

Strategic Development and Other Responsibilities

- To seek when/where appropriate additional sources of income (sponsorship, grants etc.) to augment current programmes, including an application to Youth Music in April/May 2019.
- Advocate for the work at relevant conferences, seminars, festivals etc.
- Develop strategic relationships with the regional Bridge Organisation, Curious Minds, and other relevant networks and initiatives that will benefit the work, including local cultural education partnerships in Manchester and Wigan.
- Over time develop links with other relevant young people's creative networks and forums that will be of benefit to CAN Programmes.
- Ensure at all times CAN's work shares funder objectives including ACE Goal 5 Quality Principles, Youth Music Quality framework and Children In Need, as well as other funder agreed objectives.
- Keep abreast of policies (Arts Council, Department of Education and Science, Youth/Community Sector, Local Authorities) that impact on the work. Keep the company informed of developments in this area.
- To carry out any other duties appropriate to the post.

Person specification

Knowledge and Experience

The postholder needs to be able to demonstrate:

- Experience of organising and delivering high-quality theatre making workshop and production programmes, with children and young people (ideally with competence across a range of ages from 5 to 18). To include sound knowledge of the production processes involved in creating theatre and live events in both professional and alternative venues.
- Sound knowledge and experience of delivering high quality performing arts programmes that meet both artistic and learning outcomes.
- Ideally, artistic expertise in the delivery of at least one performing arts medium.
- Have a practical understanding of multi-art form practice within theatre making.
- Demonstrable knowledge and experience of delivering diverse led workshops and production programmes.
- Experience in designing strategies to ensure all young people's equal participation in arts-based activities.
- Demonstrable experience of developing and implementing monitoring and evaluation systems and developing mechanisms for quality assurance.
- Experience of recruiting and managing freelance artists and creative teams.

- Sound knowledge of child protection and good practice of health and safety in a workshop context.

Skills and Qualities

The post holder is expected to demonstrate:

- A passion for the impact of the arts on young people and placing their needs and aspirations as the driver for the work.
- Sound organisational skills with good attention to detail that can be applied to planning, coordinating events and managing people.
- Ability to work well with a range of partners from mainstream, independent, voluntary and community sectors. Able to maintain existing partnerships and build new ones.
- Proven ability to work collaboratively with other artists, volunteers and placements, taking on the role of mentor or advisor when appropriate.
- A strong team ethic, with highly effective communication skills and motivation to work closely with colleagues.
- Effective administration skills.
- Ability to work well with parents, carers and partners to support the pastoral needs of children and young people to help them take part and benefit from the programmes.

Core Competencies

All CAN employees are expected to display the following behaviours:

Service:

- Consistently aims for the best possible outcomes for young people, volunteers and placements.
- Courteous and prompt, making every effort to be flexible and approachable.
- Communicates effectively with all external stakeholders and enquiries.
- A positive representative of the organisation.
- Anticipates and plans for potential problems.
- Makes sound, timely and appropriate decisions.

Qualities:

- Values diversity with personal and professional enquiry in diverse culture, art and society.
- A role model for young people.
- Continually looks for opportunities to improve current working practices.
- Makes optimum use of organisational resources.
- Seeks feedback from colleagues, participants and stakeholders and responds positively.
- Generates creative approaches and ideas to benefit the team and organisation.
- Focuses on solutions rather than problems.
- Continually updates skills and knowledge.

Team:

- Is committed to the aims and objectives of the organisation.
- Makes a full contribution to successful team performance.
- Takes appropriate levels of initiative.
- Asks for help when under pressure and helps others when they are under pressure.
- Demonstrates flexibility where required to do so.
- Collaborates and communicates well with others, respecting all viewpoints.
- Shares information and communicates in a timely and professional manner.
- Has a positive perspective on change.

Post holder requirements

- A relevant arts degree or similar qualification, or work experience with progression to an equivalent level.
- Ability to work flexibly and undertake evening and weekend work.
- Ability to travel.
- Proficiency with IT packages, particularly Microsoft Office.

The successful applicant will need to have an enhanced DBS.

How to apply

If you would like to apply, please complete an application form, and submit to recruitment@can.uk.com by **midday on Wednesday 28th November 2018**, along with a completed Equal Opportunities Monitoring Form and Job Applicants' Privacy Notice. All documents are available from: <http://can.uk.com/whats-on/opportunities/>.

If shortlisted you must be available for interview which will be held on **Friday 7th December 2018**.