



## **Horizons Festival Creative Producer -Job Description and Person Specification**

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<b>Fee:</b>	£10,030 in total. This fee is based on £170 per day x 59 days.
<b>Contract:</b>	Freelance
<b>Contract duration:</b>	January - July 2025
<b>Festival dates:</b>	12-15 June 2025
<b>Working hours:</b>	This contract is based on the successful candidate working for approximately 2 days per week (14 hours). Lunch breaks are unpaid. Hours can be worked flexibly and will depend on the needs of programme. This contract will require some evening and weekend work.
<b>Accountable to:</b>	Creative Director
<b>Location:</b>	The job is based at the CAN office in Manchester's Northern Quarter and at HOME Mcr; as well as various community locations across Manchester.

### **Role Overview**

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The primary responsibility of this role is to manage and co-produce the annual Horizons Festival 2025, in partnership with HOME and with input from the Arts and Migration Network. The post will co-produce and attend all three main festival-days; though a key focus will be to develop community arts projects co-creating outcomes to be showcased on Saturday 14<sup>th</sup> June 2025.

The Creative Producer role at CAN is well suited for someone with a combination of experience in creative production, community arts, event management, and a passion for socially engaged arts practice. Prospective candidates should be able to manage complex stakeholder relationships, handle operational and financial responsibilities, and adapt to a dynamic working schedule to ensure the successful delivery of the Horizons Festival.

This role aligns closely with CAN's mission to promote social justice through the arts, targeting issues surrounding migration and representation. An ideal candidate would be deeply committed to these values, understanding the arts as a transformative vehicle for social change.

Given the nature of the festival and the role's objectives, some experience working with refugee and/or other migrant heritage communities is essential.

## **About Community Arts North West (CAN)**

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Community Arts North West (CAN) is a leading UK organisation in the field of participatory arts, migration and social change. CAN's pioneering work aims to create expression and visibility for the diverse communities and artists based in the region through dynamic partnerships and inspirational programmes of work. It is an Arts Council England - National Portfolio Organisation and Manchester City Council Cultural Partner 2023-2026.

CAN is at the forefront of contemporary, inter-cultural arts practice and has been a leader in the field of participatory arts since 1978. We have a particular expertise and interest in arts and migration. We work in partnership with culturally diverse communities, artists, cultural and third sector agencies in Greater Manchester, to develop unique, creative projects with people whose voices are seldom heard in the mainstream.

Through exciting, high-quality and meaningful creative projects CAN shares powerful creative work; shining a light on new talent and fresh voices, and enriching Greater Manchester's cultural landscape.

CAN's particular specialism is 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 production, digitally created arts, festivals, events and new platforms for sharing and distributing work that inspires meaningful cultural exchange.

For more information, visit [www.can.uk.com](http://www.can.uk.com)

## **The Horizons Arts Festival**

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The Horizons Festival, co-created by CAN and HOME with the Arts & Migration Network, is a three-day event held coinciding with Refugee Week in June. Now in its sixth year, Horizons celebrates international arts and global cultures with an emphasis on the contributions of displaced artists living in Greater Manchester. The festival counters negative portrayals of migrant communities, showcasing the diverse talents, new perspectives, and cultural richness brought to British society.

### **The festival features:**

- Newly commissioned theatre, film, visual art exhibitions, site specific art installations
- Live performance events in the café bar and theatre spaces
- Community arts projects co-creating outcomes to be showcased at the festival on Saturday 14<sup>th</sup> June 2025 - the main community day.
- Family-friendly workshops
- Programming of nationally touring live events
- Refugee week film programming in HOME cinemas

- Discussion, debate and opportunities to engage in the themes through after-show discussions and special events.

The 2025 festival will also include a special event at Band on the Wall featuring sounds from some of Greater Manchester's new migrant bands and solo musicians. The Band on the Wall & CAN *World of Song* partnership-project will co-produce this event.

The Horizons Festival has featured artists from countries including Bosnia and Herzegovina, the D.R Congo, Zimbabwe, Eritrea, Ethiopia, Gambia, Iran, Iraq, Kurdistan, Palestine, Syria, Ukraine, Sudan, Chile, India, Rwanda, Turkey, Somalia and more.

To see past festival programming please click on links below

<https://homemcr.org/event/horizons-festival-2024/>

<https://homemcr.org/event/horizons-festival-2023/>

<https://homemcr.org/event/horizons-festival-2021/>

<https://homemcr.org/event/horizons-festival-2019/>

<https://homemcr.org/event/refugee-week-festival/2018/>

## **Horizons Festival Creative Producer - Key Responsibilities**

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### **Co creation partnership**

- Work closely with our key partner HOME, to co- produce and shape the festival setting timelines, budgets and milestones. This will include: outreach, contributing to decision-making panels for artist commissions, feeding into programming discussions, developing content ideas with key festival community partners.
- Attend regular Producer meetings with HOME
- Support refugee artists and producers involved in the programme.

### **Arts and Migration Network**

- Alongside HOME, to co-facilitate network meetings ensuring the artists' voice is integrated into decision-making and development of the festival.

### **Community Programme Development**

- Lead the development and delivery of a vibrant creative community programme to be showcased during the festival.
- Manage the contributions of CAN and other organisations producing work with communities that will be showcased during the festival.
- Programme and manage family-friendly workshops.
- Programme a campaign workshop, in partnership with Refugee Action and Asylum Matters.

### **PR, Marketing, and Networking**

- Collaborate with CAN's Marketing Associate to produce high-quality written and visual content across all platforms, ensuring alignment with brand guidelines.

- Work with CAN's Marketing Associate and HOME to create a PR and marketing plan, including deadlines and timescales.
- Develop creative content and copy for CAN's website, social media, and newsletters, and contribute to HOME's design and marketing of the festival programme.

### **Monitoring, Evaluation, and Reporting**

- Collaborate with HOME to create a monitoring and evaluation plan for the festival, with prime responsibility for community programme evaluation.
- Attend evaluation and review meetings, provide festival updates for quarterly CAN Board reports, and submit a final festival report.
- Add participant monitoring data to CAN's CRM monitoring system.
- Produce a Horizons 2025 Evaluation Report.
- Contribute to thinking about next steps for the Festival in 2026.

### **Skills and Competencies**

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- Knowledge and experience of the socially-engaged arts sector and the arts of migration.
- Knowledge and understanding of culturally-diverse led arts production.
- Knowledge and understanding of collaborative project development with community partners in intercultural settings.
- A passion for creating impactful, socially relevant work.
- Strong communication skills to effectively engage and build trust with partners, communities and artists.
- Proven project management experience, with an ability to coordinate with partner organisations and CAN staff.
- Knowledge and experience of delivering work that conforms to organisations safeguarding, health and safety, and equality, diversity, and inclusion (EDI) policies.
- Experience of managing teams of artists to produce high-quality creative programmes and events.
- Experience of working with a diverse range of partners and managing relationships.
- Ability to work to tight timelines, adapt to last-minute changes, and manage operational challenges.
- Hands-on experience of creative production
- A meticulous approach to visual and written content.
- Ability to produce and manage contracts for freelancers and partner organizations.
- Experience of work with culturally diverse communities, especially refugee and migrant groups.
- Experience of budgeting, financial management, and reconciliation.
- Recruiting and managing volunteers for festival programme.

### **Applications**

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If this opportunity gets you excited and you think you have the right skills, please get in touch. Send us your CV and a letter telling us:

1. Why you are interested in this role.
2. What you've done before that shows you have the right experience, skills and qualities.
3. How you would approach designing and managing projects with the communities CAN works with in Manchester.

Please send your CV and letter to CAN by 10am on Tuesday 3<sup>rd</sup> December 2024 to [anna@comartsnw.org.uk](mailto:anna@comartsnw.org.uk)

Shortlisted candidates will be invited for an interview on either the 11<sup>th</sup> or 12<sup>th</sup> December 2024.

### **Selection Process - Guidance for Applicants (not sure if you need below or not)**

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- CAN is committed to equal opportunity for all staff, and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.
- CAN is an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.
- You must be eligible to work in the UK to apply for this position.

### **Contact Details**

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