

The logo for Chisenhale Gallery, featuring the words "CHISENHALE" and "GALLERY" in a bold, black, sans-serif font, stacked vertically on a light grey rectangular background.The logo for Chisenhale Studios, featuring the word "chisenhale" in a bold, black, sans-serif font and "studios" in a lighter, lowercase, sans-serif font below it.The logo for Chisenhale Dance, featuring the words "CHISEN", "HALE", and "DANCE" in a bold, black, sans-serif font, stacked vertically on a bright yellow rectangular background.

Chisenhale Summer of Arts: Festival Producer

Job Title: Chisenhale Summer of Arts: Festival Producer

Contract Type: Freelance

Start/ Finish date: 1st August to 22nd September

Fee: £2,000 (equivalent to 10 days @£200 per day)

Days worked: Flexible, 1-2 days a week in August, then 2-3 days a week in the fortnight leading up to festival on Saturday 16th September.

Location: Work from home & Chisenhale Art Place as required.

Background:

The Summer of Art programme is a collaboration between Chisenhale Dance Space, Chisenhale Gallery and Chisenhale Studios. Collectively we make up Chisenhale Art Place.

Now in its third year, the Summer of Art is a family friendly programme aimed at children 6+ and their adults who want to explore their creativity together. For this year's theme, we're focused on empowering and inspiring as many young people as we can to embark on their creative journey.

The full programme takes place in two stages, the first being directly produced by the three arts organisations over three days in July and August. This will culminate in a Future Artists Festival on 16th September, a celebration of the creativity in our neighbourhood and the work of future artists. All the activities are free and open to all.

Aim of the role:

To produce and deliver, in partnership with Chisenhale Art Place, a successful Summer of Future Artists Festival in a local outdoor location (a school yard), which widely engages the local Bow community, meets identified project objectives and increases the overall impact of the programme. The post holder will be the central point of contact for all partners alongside representing the organisations externally. The Festival Producer will be expected to be present at the Festival on Saturday 16th September 2023.

The Festival Producer will be accountable to the three project partners; however, direct line management will be provided by one agreed person. The Producer will also have the support of a festival production manager who can lead on technical logistics.

Job Specification:

- Ensure the successful delivery of the festival day, working closely with the three partners, production manager and associate artists on the programme's production.
- Organise and attend all planning meetings with the team of partner organisations (CDS, CG, CS), including minuting and circulating actions.
- Liaise with the planning team to schedule the full programme of outdoor activity, including the location and event logistics.
- Act as a single point of contact and communication for logistical enquiries from partners, artists and the production team.
- Oversee each festival activity and the overall festival logistics and management, , liaising with key partners and technical lead to ensure successful delivery including contingency planning (weather), scheduling, additional staffing and arranging necessary permissions, licences and any catering.
- To review outdoor programme location risk assessments and implement health & safety measures, informing the partners of any relevant requirements and procedures specific to local outdoor locations.
- Obtain quotes for event insurance, recommending best option to the partner team.
- Support the access requirements of all staff, artists and stakeholders, and embed access best practice into the Festival Programme.
- Ensure the governing safeguarding policies and procedures are adhered and implemented.
- Work with the partners on a publicity strategy that effectively informs the local Bow community of the Chisenhale Summer of Art Programme. The producer will be expected to take the initiative to reinforce the message locally in the weeks prior to the festival.
- To arrange for a photographer for the festival, creating a brief and ensuring a photo permission system is in place that applies to contracted photographer and to artists, staff, and participants taking pictures on personal phones.

- Work alongside the partners to implement systems for monitoring and evaluating the programme, particularly ensuring attendance data and figures are gathered.
- Order any supplies or workshop materials programme which directly relates to the safe operations of the local outdoor location, liaising with line manager on budget and payment.
- Communicate with the project partners regularly, reporting any concerns as they arise by email or phone.
- Deliver an end report that gathers together attendance figures, monitoring information and summarises evaluation results.
- Ensure safeguarding policies and procedures are adhered to at all times.

Applications & Interviews:

To apply please send in PDF format: **a one-page covering letter and your CV** to Rachel Goodsall at Rachel@chisenhaledancespace.co.uk using the subject line Chisenhale Summer of Art Producer. We will also accept a two-minute video application in lieu of a covering letter.

We ask that applicants also complete an anonymous equality monitoring form, which will be supplied on receipt of application. It really does help us improve our Equality, Diversity & Inclusion commitments if you can take two minutes to complete the form!

If you have any access requirements that you would like to discuss please email Rachel Goodsall or call 020 8981 6617.

Note that we expect the successful candidate to hold a clean and current enhanced DBS check (within last two years) or to provide details so that one can be processed by Chisenhale Gallery before the end of August. They must also be registered self-employed in the UK and responsible for paying own employment taxes.

Application deadline: 18th July, 5pm.

Interviews: Monday 24th & Tuesday 25th July 2023, ideally in person.
