

Oriel Davies Gallery
Job Description and Person Specification

Creative Producer

Job Description

The ability to communicate through the medium of Welsh is essential for this post. Basic conversational Welsh language and “Welsh in the Workplace” skills and a willingness to develop those skills if not fluent

Job Title:	Creative Producer
Reporting to:	Director and Board
Accountable to:	Director and Board
Responsible for:	Freelancers and Volunteers
Salary scale:	£22,000- £25,000
Location:	Newtown, Powys
Holiday entitlement:	20 days per year, plus Bank Holidays

Duties:

1. To work closely with the Director to develop ideas and deliver innovative projects within the building and offsite, that reflect our vision: To inspire, excite, engage, and challenge through innovative contemporary art and culture.
2. To organise and deliver projects, activities, exhibitions, and events providing opportunities to experience artists working within a Welsh context in a stimulating, engaging, inclusive and welcoming environment.
3. To work with the Director and Visitor Experience Manager to develop a programme of regular activities that either drive footfall into the building, or generate income through room hire, or are income generating for the organisation.
4. To work closely with the Building & Technical Manager on the installation and dismantling of projects, activities, exhibitions, and events.
5. To secure, plan and manage funding opportunities in collaboration with the Director and other staff, and to assist the Director in developing funding streams for the organisation. Financial

planning and budgetary control including fundraising and sponsorship

6. To work with others within the organisation and outside to ensure that projects are delivered on time and meet the needs of all partners involved.
7. To ensure that activity takes place that engages a wide audience at times that are appropriate to the audience. This might include weekends, evenings and school holidays.
8. To use appropriate business and entrepreneurial skills to support community organisations and groups, develop new product and opportunities that cater for a wide range of audiences (income generating projects, touring exhibitions and collaborations with other organisations)
9. To identify and secure sponsorship for exhibitions, projects, events, activities and private views
10. To work with Visitor Experience Manager and Administrator to ensure that CollectorPlan is promoted and administered appropriately
11. Work with Café Manager and Visitor Experience Manager to ensure that the organisation exploits opportunities for income generation relating to projects
12. Develop our online identity by reaching new audiences via social media and online digital content. This might be Instagram, but also audio and video channels. The aim is to increase accessibility.
13. With the Director, Café Manager, Visitor Experience Manager and Marketing Officer and partners (such as Friends of Oriel Davies or regular visitors) develop a public programme of informal social activities that help to increase footfall
14. To develop activity that shows an understanding of Welsh culture (including the Welsh Language) and that enables us to work meaningfully with all of our communities
15. To develop projects which could be seen as strategically significant and have a clear understanding of the Arts and Cultural landscape in Wales, Nationally, and Internationally
16. To provide opportunities which have a clear understanding of the impact the arts can have on Health and Wellbeing
17. To support the Director in negotiation and arrangements for the loan of art works and the hire of exhibitions, and liaise with the

Administrator on their insurance, including where appropriate, applications for Government Indemnity

18. To work with the Building & Technical Manager and other team members and external partners to ensure that projects, activities, exhibitions, and events meet the highest standards of health and safety, environmental and security conditions and to ensure the provision of lighting, conservation and security arrangements
19. To visually and aurally record projects, activities, exhibitions, and events and prepare reports on activity for the Board of Trustees, funding bodies and other organisations as required
20. To provide relevant marketing material, information labels, interpretative material panels etc for projects, activities, exhibitions, and events including producing press releases, providing copy, production of printed material and developing links with the media
21. To actively promote and record organisational activity bilingually (in Welsh and English) via social media channels
22. Working with the Visitor Experience Manager and Administrator develop and maintain compliant databases of partners, participants, supporters, sponsors, artists and funders.
23. To ensure that all Health and Safety standards are maintained and monitored and risk assessments undertaken in all areas of the work and responsibility of the post.
24. To develop activity and monitor, evaluate and report on activity.
25. To prepare contracts, with support from the Administrator, for all parties involved in projects, activities, exhibitions, and events that are in the main programme
26. To undertake key holder duties and act as a principle key holder and point of contact for the Gallery's out of hours security
27. To assist with and attend openings, launches, events and exhibition previews
28. To deputise for the Director as required.
29. To support the Director as line manager to staff, volunteers, work experience students and interns working within the organisation, and to oversee their training where appropriate
30. To carry out any other duties consistent with the position as may be required

Communication

- Ensuring that Oriel Davies is promoted effectively and positively and working with relevant staff to develop strong and effective marketing strategies for the Gallery
- Representing the Gallery's interests locally, nationally and internationally, and ensuring the organisation is well placed to take advantage of new opportunities
- Contributing to the status, profile and promotion of the visual arts locally, nationally and where appropriate, internationally

Creative Producer

Person Specification

RELEVANT WORK EXPERIENCE

Essential

- Experience of working in an arts environment.
- Excellent knowledge and experience of working with contemporary arts.
- Experience of working with a variety of people from diverse backgrounds
- Proven experience of fundraising, income generation, encouraging collecting and / or philanthropy.
- Experience of budget management and cash handling
- Experience of lone and team working
- Awareness of the Welsh context
- Experience of developing creative arts projects that engage communities in their development, production, and engagement with people (artist led community engagement).
- Experience of marketing and communication and using social media to reach new audiences

Desirable

- Working with funders, businesses, organisations, and individuals to increase income to the organisation
- Experience of cashflow forecasting
- Gathering and analysing data
- Contributing to projects which are not specifically "visual art" focused but were socially engaged, community based, public art, or festivals
- Excellent knowledge and experience of working with contemporary arts, design, and craft particularly in Wales but also internationally.

In addition to the visual arts this might include music, drama, dance, and language.

SKILLS AND ABILITIES

Essential

- Experience of developing and leading creative projects
- Basic conversational Welsh Language and Welsh in the Workplace skills and a willingness to develop those skills if not fluent
- Knowledge and understanding of Wales, and a demonstrable interest in Welsh culture. An understanding of how our unique culture and heritage fits within an international context
- A clear understanding of the value of the arts and culture in society and their impact on health and wellbeing, community cohesion, raising aspirations, and economic development
- A degree in a relevant practical art/craft/design/media related area
- Strong interpersonal skills and a commitment to building community trust, enthusiasm and confidence in our work
- Excellent written and spoken communication skills
- Excellent forward planning, time management and organisational skills
- Ability to communicate effectively with different stakeholders and user groups
- Flexible attitude and ability to work in a small dedicated team and adapt to change easily

Desirable

- Ability to communicate fluently in the medium of Welsh
- Outstanding social media skills
- A clear understanding of tourism strategies and how we contribute to destination partnerships
- Experience of developing income generation schemes
- Postgraduate Qualification in a relevant area
- Excellent knowledge of Socially Engaged Practice, Creative Art areas, Art History, Design History, Anthropology, Social History

PERSONAL ATTRIBUTES

Essential

- Energetic, innovative, enthusiastic, positive, able to think laterally and enjoy problem solving
- Enjoys a challenge
- A willingness to develop networks and to work with other organisations to share audiences and raise profile
- Friendly and approachable
- Passion for and belief in widening access to the arts
- A strong team player able to work on own initiative.

- A clear understanding of “Audience” that allows us to extend who we work with by attracting people who may not readily visit an art gallery.
- A broad sense of how the arts impact on society, health and wellbeing, and community.
- Strong social and communication skills.

Desirable

- A person with “can do” attitude who brings positive enthusiasm to projects
- A diverse professional network from all areas of society: creative, political, health, science, environmental, business, entertainment (including online social networking)
- Experience of community work or volunteering
- Interest in gardening and the outdoors
- Personal interest in visiting galleries, concerts, theatre, and events