



## **Florence Arts Centre (FAC) Youth and Community Programme Producer**

Full time, Fixed term - 18 months

40 hours per week over 4 weekdays and one weekend day

Mixture of working from home, on FAC site and outreach

£25,000pa

Florence Arts Centre (FAC) is a participatory community arts hub where everyone can get creative and is the only visual arts facility on the west coast of Cumbria. Within walking distance from Egremont, we comprise studios, a pottery, performance space, gallery, shop stocked with work by local makers and a wildlife garden and host activities for wellbeing, talent development and, most importantly... joy! We are also home to Florence Paintmakers, creating unique, high-quality art materials from natural earth pigments (including Egremont Red from our site) for sale online, on site, and through selected retailers.

This role is made possible by support from Arts Council England and Sellafield Ltd and introduces a new and exciting youth and community programme for Egremont and the west coast of Cumbria. We already have a busy programme of regular events for families, older people, schools and local artists. With this post will be able to increase targeted work for wellbeing, community cohesion and talent development to build youth and community engagement.

We are looking for a creative thinker and effective project manager to work with the Director and small team to inspire and deliver our new youth and community programmes, specifically to:

- Co-create programmes with FAC audiences, partners, artists and volunteers:
  - Develop and deliver 3 youth programmes delivering a creative ladder of development for local young people with opportunities to work with artists and advance their own practice, confidence and skills
  - Develop our wellbeing programme for those facing barriers to cultural engagement – both on site and as outreach sessions
  - Co-create, develop and deliver a new programme responding to community interests, working with artists to inspire and interpret their work.
  - Develop and deliver Dad Time with Escape Education to help fathers and children access creative activities and encourage social contact for both adults and children.
  
- coordinate and manage delivery on site and at outreach locations
  - project manage the development and delivery of programmes including creating project plans, developing artist briefs, writing risk assessments, integrating safeguarding procedures

- market programmes to target and general audiences
  - liaising with marketing colleagues and briefing designers; writing copy for promotion and PR
- manage the programme budget:
  - plan and report expenditure against budget and source programme resources
- develop, deliver and report on evaluation and feed results into planning
  - devise robust quantitative and qualitative evaluation strategies appropriate to the audience and creative wherever possible. Report on progress to the Board of Directors and Arts Council England.
- contribute to the general life and success of the arts centre as part of a small team
  - you'll need to be flexible and accommodating and willing to help out when the team needs you.

**Desirable qualities and experience:**

**Knowledge and experience:**

- working in a cultural organisation – as an employee or volunteer
- working in small effective teams
- Co-creating projects with community groups
- Working with young people
- Experience of working to ensure access, inclusivity, and equal opportunities for those with protected characteristics and those who are vulnerable and economically disadvantaged.
- Working with, and contracting, artists or facilitators
- Project planning for live events
- Delivery of live events
- Budget management for events
- Working with volunteers
- Implementing health & safety policies and risk assessing events
- First aid qualification
- Experience of budget planning and management
- You must undergo an enhanced DBS check for this role

**Attitudes:**

- Friendly, calm, flexible and inclusive with an interest in the arts and heritage and ability to think creatively.

**Skills:**

Driving licence and access to a vehicle

Excellent communication skills and ability to empathise with participants.

Practical problem solving and ability to manage several workstreams at once.

Use of spreadsheets, basic design programmes, Office, social media for engagement and marketing

**Applications**

**For a chat about the role please contact Sue Mackay at [director@florenceartscentre.com](mailto:director@florenceartscentre.com) or find the application online at <https://8wtwx1u4vit.typeform.com/to/NY0OOHHo>**

**To apply, please submit an application by 9am 2 April.**

**Interviews will probably be held on 9 April.**



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