



## MarketPlace with Casson & Friends

### Freelance Producer

**Contract:** Freelance, fixed term.

**Timescale:** May to September 2021

**Project fee:** £5,400 (equivalent of £180 per day for 30 days)

**Location:** We envisage a combination of remote online working and, government restrictions-permitting, delivery in locations in Fenland and the Forest Heath area of West Suffolk.

**Additional:** Freelance Producer will require their own computer.

**Reporting to:** MarketPlace Creative Manager.

### About MarketPlace:

MarketPlace is the Creative People and Places project for Fenland and the Forest Heath area of West Suffolk and is funded by Arts Council England as one of 33 projects in a national programme.

MarketPlace is an audience development programme all about connecting communities through arts and culture in the places where they live. You can find out more about our work on our website <https://www.cppmarketplace.co.uk/> and more about the national programme on the Creative People and Places website <https://www.creativepeopleplaces.org.uk/>

MarketPlace is run with a consortium of partners: lead partner Babylon ARTS; Norfolk and Norwich Festival Bridge, Cambridgeshire Acre, Theatre Royal Bury St Edmunds, Wisbech Town Council, Suffolk County Council. The project is supported by Cambridgeshire County Council, Fenland District Council, Suffolk County Council and West Suffolk Council. This contract is with Babylon ARTS to work on the MarketPlace project.

### The Brief:

MarketPlace has commissioned Dance Theatre Company Casson & Friends for a community engagement and audience development project as part of our programme for 2021. We are seeking a Freelance Producer to support delivery of this project.

Originally scheduled for 2020, the project was postponed due to Covid-19. As a result, we have an opportunity to learn from the ways Casson & Friends have developed their work in

response to the pandemic, and produce a participatory choreography and dance project with local communities in Fenland and the Forest Heath area of West Suffolk.

The Producer will work with Casson & Friends to manage the following planning and delivery schedule phases:

- 1) Planning - logistics, creative planning, engaging community members and artists
- 2) Creation - the activity itself, practical engagement with the community, live performance and filming
- 3) Post-Production - premiere and promotion of any filmed elements, follow up activity, signposting and evaluation

### **Role and responsibilities:**

Manage the Casson & Friends commission development and delivery including the following:

- Work with Casson & Friends to finalise proposed activity in the context of Covid-19 restrictions and to ensure the project meets MarketPlace agreed outcomes.
- Work with MarketPlace team to identify local contacts and audiences for the project. Develop relevant partnerships, make sure the project is well targeted and recruit participants.
- Work with MarketPlace team and local contacts including the Creative Collective to support and amplify the community voice in planning and delivery.
- Liaise with local contacts to ensure any live activity has appropriate risk assessments, permissions, support and Covid-safety preparations in place.
- Be responsible for risk assessing engagement activity and developing event plans for the work.
- With support from the MarketPlace Events and Administration Officer, administrate and report/monitor any activities delivered.
- Work with the Marketing and Communications Officer to use social media channels to help promote the work we are doing in communities in appropriate ways, taking responsibility for documenting and sharing activity related to this commission.
- Coordinate production of web content and film documentation with Casson & Friends.
- Support the shared learning/evaluation of the programme liaising with the MarketPlace evaluation partner.

### **What are we looking for?**

We want someone with

- Proven interest in the arts and community engagement, knowledge of the UK cultural sector.
- Proven interest/experience in the production of theatre, performance, dance.
- Experience of community engagement in the arts.
- Ability to manage community and partner relationships.
- Ability to prioritise and manage a project to time and within budget.
- Confident communication and interpersonal skills.
- Sound knowledge of IT, including Excel.
- Sound knowledge of data management.



- Understanding of and commitment to intersectionality, environmental sustainability, equality and inclusion.

Ideally, they would also have

- Interest in/knowledge of the work of MarketPlace and/or the national Creative People and Places programme.
- Experience of remote working.
- Experience using remote working tools such as Google Drive, Slack etc.
- Experience of using social media.

### Interested? Here's how to apply

**Please apply by 10am, Friday 9 April 2021.**

**Send your application to [admin@cppmarketplace.co.uk](mailto:admin@cppmarketplace.co.uk)**

Send us your CV and a covering letter including the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to MarketPlace

Other ways to apply:

Please send us a link to a video (no longer than 5 minutes) where you give your responses to the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to MarketPlace

If you have a CV or similar record of your previous work, link to your website or social media etc. please send that too.

If you need to talk to us about making an application in another format, please contact us.

Please also complete an Equal Opportunities monitoring form:

<https://forms.gle/GkV8TdYWTsBmneXq6>

### Interview information:

Interviews will be held on Monday 19 April.

Interviews will be held remotely using video conferencing with questions made available to you in advance.

### Other information:



If you have any questions, please contact Lorna O'Brien, MarketPlace Creative Manager at [lorna.obrien@cppmarketplace.co.uk](mailto:lorna.obrien@cppmarketplace.co.uk)

We will respond to all applicants to let people know if they have been invited to interview or not.

The role will be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the right to request additional DBS checks at any time in the future.

Babylon ARTS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees and freelance staff. We welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation or age. If you are unsure about applying, please talk with us about any concerns you might have.

MarketPlace will undertake to meet reasonable adjustments; specific access requirements should be met by Access To Work support.

Please note, this contract is open to people who already have the right to live and work in the UK, as Babylon ARTS is not currently in a position to sponsor a work visa.

