



We are looking for an experienced Creative Producer with visual arts expertise and experience of working collaboratively with communities and artists.

Working as part of a small team across South East Northumberland, the part time maternity cover will start early November 2021 for a minimum of eight months.

What is Museums Northumberland bait?

[Museums Northumberland bait](#) is one of thirty Creative People and Places programmes in England. Our consortium is led by Museums Northumberland in partnership with Northumberland CVA, Northumberland College, Queens Hall Arts, Northumberland County Council Public Health and Culture. The current programme funders are Arts Council England and Northumberland County Council Public Health.

We are working in South East Northumberland, an area made up of small towns and villages (including Ashington, Blyth, Bedlington), with a total population of 145,000 people.

Our ten-year mission (2013 - 2023) includes four elements of change: more people involved in arts and culture; more people making decisions and shaping the programme; positive impact on wellbeing; legacy of increased skills and capacity with groups and organisations running their own projects.

Our approach has been to work in partnership with groups and organisations people know and trust, including voluntary sector organisations, public sector organisations and volunteer-led groups. Before the Covid-19 pandemic this was an entirely face-to-face practice, largely working in community venues, with some events taking place at Woodhorn Museum, along with regular immersive trips to other cultural venues and festivals. During the pandemic we have worked on-line and are now combining online with in-person activity.

Who are the team?

The Museums Northumberland bait team are employed or contracted by Museums Northumberland. We have an office base at Woodhorn Museum and all do some work from home as well as working in venues across South East Northumberland. The team all work part time (roles all 2 or 3 days a week) with the main overlap of days being Monday to Wednesday. There are six people in the team:

- Project Director
- Two Creative Producers
- Arts for Wellbeing Manager
- Business and Data Manager
- Communications Manager (freelance)

The Project Director reports to the CEO of Museums Northumberland, who is also Chair of the consortium.

Every year we contract a diverse range of freelance artists, facilitators and creative practitioners and work closely with our partners to deliver the programme.

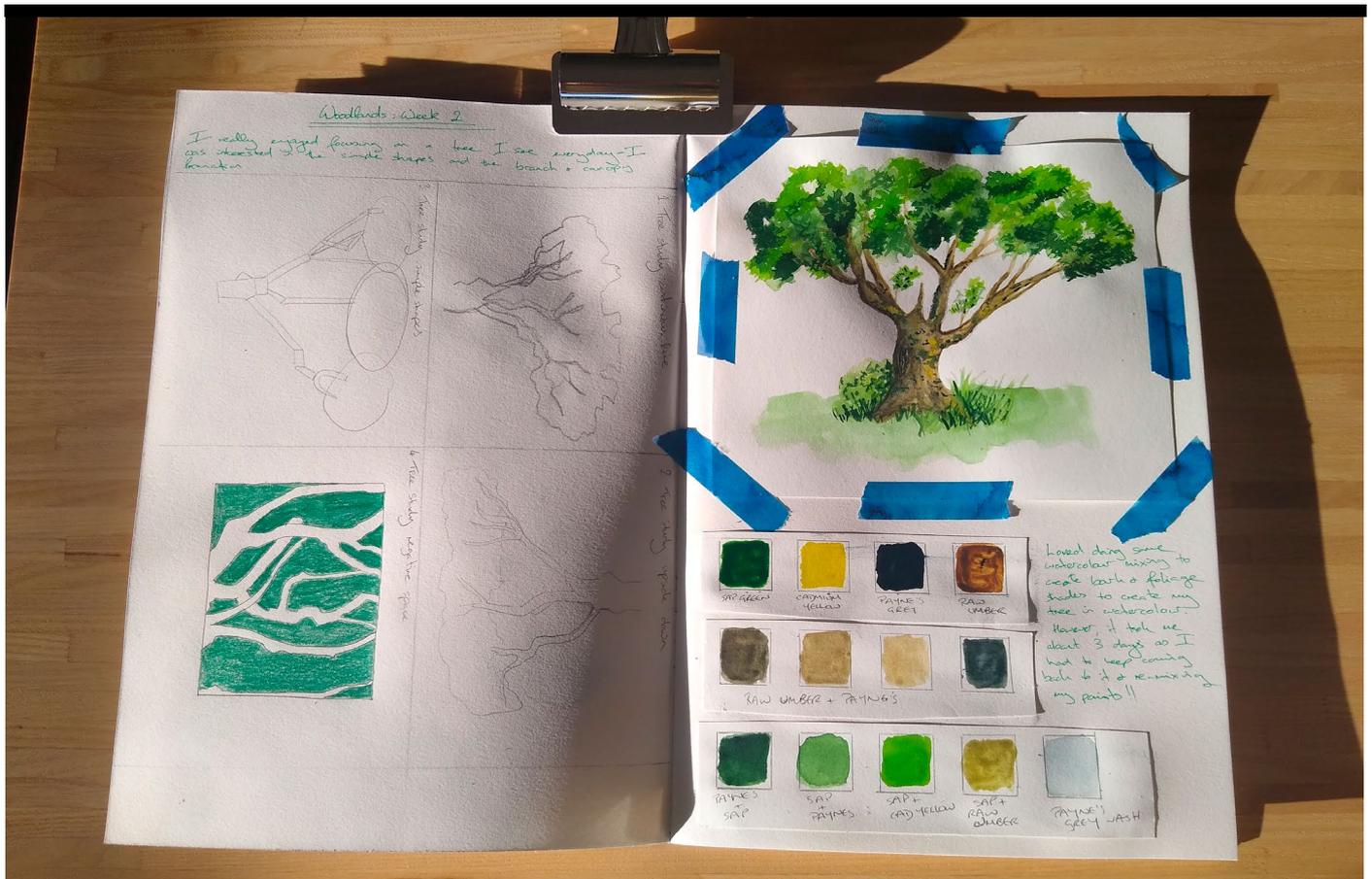
Where are we on the journey?

Museums Northumberland bait has been delivered in three phases: 2013 – 2016; Oct 2016 – Oct 2019; November 2019 to November 2022. We are therefore about to move into the final year of the programme, which completes in autumn 2022.

In this final year we will be delivering work on two projects commissioned and delivered collaboratively with people in South East Northumberland. Our two Creative Producers are each leading on one of the projects and the maternity cover will lead on The BellWether project (see below). We will also continue our work supporting organisations and voluntary groups in the area to develop and resource their own projects. We will be working with our consortium partners on programme legacy, drawing together learning with our independent evaluators and sharing stories and evidence of impact.



What is 'The BellWether Project'?



At the end of 2019 we ran a series of public consultation events to identify the themes for our phase three commissions and one of these is 'care for the environment'. During 2020 we explored this theme with local people via a series of short R&D projects and from this we collaboratively developed an artist brief which was put out to open call. The commissioning panel selected Instar (Trish Evans and Nick Humphreys) who started work on the project in March 2021. Phase one involved a series of online workshops building interest and developing content which will be used in phases two and three.

In the next two phases, people will work collectively in groups to create a series of large-scale, bold and graphically striking 'club patches' which will be sewn to items of clothing. Each piece will be modelled by group members and professionally photographed in a location appropriate to the design of the patch. The project will conclude with an exhibition (summer 2022) in South East Northumberland, accompanied by creative activities for audiences. The exhibition will include some of the zines and other content made in phase one, along with the embroidered patches and the photographs.

Throughout, we are aiming to create opportunities for people to shape the project and develop new skills and networks. We are also aiming to involve people from four target groups; young people (aged 13 - 24yrs), older people (65yrs+), men and people with refugee status. While everyone is welcome to be part of the project these are the priority groups for our phase three programme.

The brief

Key tasks from November 2021 to June 2022 include:

- Induction and introductions to Museums Northumberland and the Museums Northumberland bait programme and team
- Introductions and handovers to artists, partners and project participants with the Creative Producer before her maternity leave
- Leadership and management of The BellWether project. This will include acting as the main point of contact for project partners, participants, artists and exhibition venue; providing management and support for the artist team; setting up and facilitating planning meetings; working collaboratively to set up and promote workshops, photoshoots and to plan the exhibition; delivering and supporting the artists to deliver skills development opportunities; budget management; managing Covid-19 safety; finding solutions to any challenges or changes; working with the rest of the Museums Northumberland bait team to identify and support project legacy
- Collaborate with the rest of the Museums Northumberland bait team so there is a holistic approach and connections are made between The BellWether project and other elements of the programme, including cultural trips and visits involving people taking part in other projects
- Contribute to weekly team meetings (Tuesdays 1.30pm - 3pm)
- Contribute to bi-monthly consortium meetings
- Contribute to programme evaluation, collecting project data and feedback and taking part in review and reflection meetings
- Contribute to programme communications including providing updates for newsletters and stakeholders

Knowledge, skills and experience

We are looking for a Creative Producer with the following knowledge, skills and experience:

- Considerable knowledge of and a passion for the arts and creative sector
- Knowledge of participatory arts practices
- Significant experience of managing projects within the cultural sector
- Significant experience of community engagement
- Experience managing and supporting freelance artists and other contractors
- Experience working alongside communities in the commissioning, planning and management of projects
- Experience of project/programme evaluation with a wide range of stakeholders
- Ability to quickly establish strong working relationships with a wide variety of people and groups
- Ability to support the development of other people
- Creative, positive approach to planning and problem solving
- Excellent decision-making skills
- Excellent communication skills
- Ability to be self-directed and a team player
- Strong organisational skills and attention to detail
- Completely trustworthy in handling confidential data and personal information
- Flexibility to adapt to the needs of the programme as they develop over time

Contract and fee

We anticipate this brief will suit a freelance Creative Producer. However, we know that everyone's circumstances are different and if you are interested in applying for the role as a fixed term employment contract, please include this in your application.

Fee of £12,000 for period November 2021 to June 2022

The salary level for a fixed term employment contract is £27,500 per annum (pro rata) at 22.2 hours per week. The holiday entitlement is 23 days a year (pro rata) plus bank holidays.

How to apply

To apply for the contract please provide the following:

- An outline of the approach you will take to the brief
- Examples of related experience
- The number of days you will allocate to the contract and your availability between November 2021 and June 2022
- Current CV (maximum 2 pages)
- Contact details for two referees

Selection criteria

We will assess applications via the following criteria:

- Knowledge, skills and experience that demonstrate the best fit with the brief
- Clarity of approach for delivering the contract
- Value for money

Interviews will be held on Friday 15 October at Woodhorn Museum.

Please email your application (up to four pages A4 including CV) to Rachel Adam and Jemma Herring by **Monday 4 October 2021 (9am deadline)**.

Rachel Adam (Project Director)

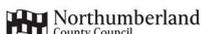
radam@museumsnorthumberland.org.uk

Jemma Herring (Business and Data Manager)

Jherring@museumsnorthumberland.org.uk

If you have any questions about the brief, please contact Rachel via the email above. We look forward to receiving your application.

Our funders



Our consortium

