

The initial focus of this full-time role is to support the delivery of Croydon's Borough of Culture programme. The year-long schedule of events will run April 2023 - March 2024. Stanley Arts is one of the three main culture hubs for the programme. The **Community Producer** reports directly to the **Venue Director** of Stanley Arts.

Though employed directly by Stanley Arts, the Community Producer will also work closely with the other two community producers based at Turf Projects and Fairfield Halls, alongside the rest of the council delivery team, to help deliver the whole of the programme across the borough of Croydon.

The role is full-time and open ended and we intend for the position to continue beyond the end of LBoC in April 2024. We currently have funding in place for at least two years.

### **Key Responsibilities**

- Supporting the **Venue Director** in his role as chair of the BoC Steering Group to engage the whole of Croydon's cultural sector with the LBoC programme.
- Supporting the Artistic Lead and the core Council LBoC team to deliver a successful LBoC festival.
- The delivery of the LGBTQI+Arts strand for the Borough of Culture programme, centred at Stanley Arts but reaching across Croydon, and including sector development support for queer arts organisations, support for Croydon Pride etc.
- Delivering an artist development programme for BoC centred on dance & combined arts.
- Working with CMA (Croydon Music & Arts) to support the delivery of the youth arts strand for Borough of Culture.
- Working with Stanley Arts' **Heritage Engagement Manager** and key partners including John Whitgift Foundation, Talawa, National Portrait Gallery, Apsara Arts, Beeja Dance & Subrang Arts, to deliver the Heritage Engagement Programme for the borough.
- The delivery of flagship arts event(s) at Stanley Arts, to hopefully include major dance event(s).

### **Sector Development**

- Working across the borough, and with Stanley resident artists, to develop the Croydon dance sector and also promote participatory dance programmes.
- Working alongside the **Heritage Engagement Manager** to develop links with local schools and educational institutions.
- Working across the borough of culture year to help expand access to all residents, particularly those with access barriers.
- Leading on the digital & streaming aspects of the programme to ensure a digital legacy for the programme.
- Providing 'production surgeries' to young companies & emerging artists to help their organisational development in the areas of marketing, branding, budgeting, and fundraising.

### **Marketing**

- Support the core Borough of Culture team in delivering the marketing strategy for Borough of Culture; with a particular focus on promoting all BoC events to South Norwood residents and surrounding communities in the North of the Borough.

- Promoting Stanley Arts Borough of Culture events throughout Croydon, and beyond, as part of the wider marketing campaign.

### Additional Tasks

- Working with the **Marketing Assistant** to expand the digital archive of events, films, artist tutorials etc on the Stanley Arts website.
- Working alongside the **Heritage Engagement Manager** on the delivery of the Historic England Festival of Invention to be delivered on Station Road in summer 2023.
- Working with the **Fundraising Manager** to support the creation of a case for funding for their role at Stanley Arts after the end of BoC.

### Experience & Skills

Experience of producing and delivering arts events of scale to tight budgets is key. Specific experience of the delivery of festival programming across a diverse geographical area would be welcome; though is not necessary. A strong personal interest and enthusiasm for a broad range of performance styles and artforms is important; as is experience of delivering a programme of community arts engagement, and working across both digital and physical spaces.

You will be a positive, extroverted person, able to confidently engage with a broad range of people. You will be adept at using social media and digital platforms to promote and market events. You will have a collaborative hand-on approach and be happy to help the whole of the Borough of Culture delivery team when needed. You will be good at planning, with an eye for detail.

Flexible time management will be key, with the need for a responsive and adaptable approach. As part of a small team, you will play a key role in delivering the vision for Croydon's Borough of Culture 2023-24.

Stanley Arts' creative programme is centred on providing a platform for artists from the global majority, queer and trans artists, and other excluded creative communities, including neurodivergent, deaf & disabled artists. Successful candidates will champion and embrace this creative identity.

Due to the nature of the role, physical presence on site at Stanley Arts and across Croydon, will be necessary; though we will support some homeworking where appropriate.

**Application Process**

Please submit a **C.V.** and a **personal statement** detailing your **experience** and **how it relates specifically to the role as set out in the job description to [dan@stanleyarts.org](mailto:dan@stanleyarts.org)** .

All applications will be acknowledged and a shortlist of candidates will be interviewed.

Submission Deadline                      **30th August 2022 at 5pm**

Submission Email                              [dan@stanleyarts.org](mailto:dan@stanleyarts.org)

**Once you've submitted your application, please take a moment to fill in our [Equal Opportunity Monitoring Form](#).**

**Terms and Conditions:**

Salary:                      **£29,000 PA full time**

Hours:                      **Full time - 42.5 hours per week**  
*(Hours include lunch breaks etc. Average working pattern is 5 days of work per week of 8.5 hours with 4 days off every two weeks. This post requires flexible working.)*

Holiday:                      **Holiday entitlement - 238 hours / 28 days per day.**  
*(This holiday entitlement includes Public Holidays, though work on Public Holidays may be required, if so, the Employee's holiday entitlement may be taken at another time.)*