**About Grimsby Creates**

Grimsby Creates is a unique opportunity to transform Grimsby into a vibrant town centre where heritage and creativity are enjoyed. With £5.3m to be spent over 3 years, the creative development programme will deliver events, help creative organisations grow and build new spaces for creative business and events. The project is funded by **the Cultural Development Fund by Department for Digital, Culture, Media and Sport which is administered by Arts Council England.**

Our ambition is that Grimsby Creates programme delivers:

* a major programme of events and activities utilising key town centre space and heritage assets and celebrating Grimsby’s heritage in new, exciting and innovative ways.
* a business support and artists’ development programme to inspire, retain and attract creative and digital industries to build their creative practice in North East Lincolnshire
* a new hub for creative production in the Port of Grimsby and an enhanced space for events at St James’ Square acting as a catalyst for the creative regeneration of Grimsby

Grimsby Creates outcomes will achieve:

* Grimsby’s residents are proud of their shared heritage, look forward and have the opportunity to participate and enjoy creativity and culture.
* a strong network of ambitious creative organisations and individuals who have places to develop and showcase their work and are well connected locally, nationally and internationally.
* Grimsby’s vibrant culture contributes to the social and economic prosperity for Lincolnshire.
* Grimsby’s creative individuals and organisations have well-established funding sources from private and public investors.

Grimsby Creates will be combining a mix of public sector, businesses, education and cultural individuals and organisations working together to support culture-led growth in the town centre, through the Heritage Action Zone to the Docks.

**About Grimsby Creates Creative Programme**

The Grimsby Creates Creative Programme involves several creative lead partners who will be showcasing a range of activity throughout 2022. This includes:

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| **Creative Lead Partner** | **Activity** |
| Walk the Plank and The Culture House | Festival of the Sea |
| Magna Vitae | People Power Partnership |
| Creative Start in Arts CIC | Paint the Town Proud |
| Emergency Exit Arts | Edible Grimsby |
| Event Show Support | #myfish |
| The Culture House | The Future Starts Here |
| NELC/Music Hub/Noise Academy | Grimsby Creates Noise |

A timetable has been drafted for output of creative activity, so that lead partners can identify possibilities of working together and complement activity to provide a cohesive and well-structured plan of key events.

**Services outline**

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| **Freelance Opportunity** | Independent Producer (P/T) for Grimsby Creates Creative Programme. | **Organisation** | North East Lincolnshire Council |
| **Reports to** | Grimsby Creates Programme Manager |

Fee: capped at £14,000 (based on a day rate of £175/day). IR35 regulations may apply to this contract and will be assessed prior to appointment.

Location: Remote, site visits, meetings with delivery partners and New Oxford House, Osborne Street, Grimsby, DN31 1HB

Contract Type: Freelance contract. An anticipated 80 days over the remainder of the programme (up to March 2023), working remotely but with a strong presence in Grimsby and regular contact with the team. Days to be worked according to the needs of the creative programme.

The role of the Independent Producer will act as the main interface between NELC and the creative leads and other participants in the Grimsby Creates Programme by supporting the coordination and providing capacity on the production, administrative and logistical activities. Being involved in the programming and delivery of safe and accessible activities in Grimsby town centre and throughout Grimsby’s Heritage Action Zone (HAZ) is critical to the success of the creative programme. This also includes supporting the gathering and evaluating data, and on project reporting and communications. This role will build capacity within Grimsby to deliver successful events and creative activities through cementing networks, exploring ways to work together and nurturing opportunities to expand work.

**Responsibilities**

* To be the central communication link to all elements of artistic/creative content planning, production, logistics and administrative functions for Grimsby Creates Creative Programming activity including events.
* Support event and activity production and infrastructure logistics for all activities in the creative programme.
* Support creative leads to ensure that all requirements for the activities (pre-event set-up and post event clear-up) are met which may include legal, health and safety, safeguarding, site briefing, crowd management, COVID safety, first aid, hospitality, security, venue hire, Event Safety Advisory Group (ESAG), car parking, travel plan/assessment, licences, insurances, skills, qualifications, music, checks, street cleansing and waste.
* Attend scheduling / setting up and attending site, progress and de-brief meetings.
* Ensure coordination between delivery partners is effective throughout the course of the programme, including timetabling, delivery, communications marketing and audience development. This includes liaising with stakeholders including the local

creative sector, voluntary sector and businesses to ensure they are kept up to date with event plans and maximum impact of the event.

* Support evaluation and reporting of the programme to demonstrate evidence against key performance measures ensuring all partners’ requirements are involved.
* Support the recruitment for event volunteers / production and runners with the Grimsby Creates programme support officer.
* Nurture and develop the creative programme leads and their wider teams to build producing infrastructure in North East Lincolnshire. Where appropriate teaming them up with producers, curators or project managers by making suggestions for mentors and transfer knowledge expertise, including with artists carrying out their own producing work and establish professional development and training opportunities.
* Work with the artistic community, enabling artists and producers to communicate with each other, and other organisations, acting as an advocate and representative for local artists and companies, supporting networking, building relationships with co-producers, funders and other interested parties.
* Proactively seek opportunities for the further exploitation of the Grimsby Creates programme such as touring and transferring, or adaptation to alternative media and feeding into funding applications and alternative sources of funds, such as sponsorship, to create opportunities to build on the programme.
* Assist and advise local creative practitioners, companies and individuals with fundraising for their projects including feeding back on their applications, establishing links with project partners and advising on progress reporting.
* Observe and uphold North East Lincolnshire Council’s policies on procurement, sustainability, equal opportunities, volunteering, Health & Safety, evaluation & monitoring

**Person Specification**

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the role.

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| **KEY CRITERIA** | | **Essential /**  **Desirable** |
| **Experience/**  **Knowledge/**  **Skills**  **Who do we want to attract?** | Will have worked within a busy project events team environment on a multi-stranded project. | **D** |
| Will have at least three years experience of organising and delivering quality events and projects | **D** |
| Have good knowledge of the local and regional arts structure and organisations as well as an understanding of the national structures | **D** |
| Knowledge of a wide range of art forms, diverse cultures and current artistic practice | **D** |
| Must have the ability to communicate to a high level with people and the ability to work as part of a large event team | **E** |
| Has experience of managing interns and/or volunteers | **E** |
| Has experience of communications and marketing for attracting visitors to an event | **D** |
| Has experience in liaising with stakeholders and businesses | **D** |
| Has experience of working with multifaceted communities and deprived areas participating in activities | **D** |
| Has experience of working with community groups and engaging them to be part of projects of this nature | **D** |
| Understanding of collecting data and producing evaluation reports | **D** |
| Experience of working with external partners | **D** |
| **Qualifications/ Training** | Arts / Cultural Degree or equivalence of experience in this field of work. | **D** |
| Health and Safety Qualifications | **D** |
| **Personal Qualities** | Excellent administrative and organisational skills | **E** |
| Ability to problem-solve situations, in some cases, with a quick turn around | **E** |
| Creative and developmental skills will also be necessary to ensure a level of contribution to the creative programme’s progressive and developing journey | **E** |
| Ability to work positively with the full range of individuals and groups involved in the programme | **E** |
| Ability to communicate and undertake effective working relationships with other core members of the programme team as well as delivery partners and service providers | **E** |
| Ability to prioritise own workload and time management, working to tight deadlines | **E** |
| Work well under pressure | **E** |
| The ability to work in a changing environment and respond flexibly to changing needs and demands | **E** |

**How to Apply**

Please email your CV to [grimsbycreates@nelincs.gov.uk](mailto:grimsbycreates@nelincs.gov.uk) or if you have any queries, contact Sarah Smith, Programme Lead on 07837 648316.

Closing date: Noon on 24/01/2022. Interview date: 27/01/2022

Further information: [www.grimsbycreates.co.uk](http://www.grimsbycreates.co.uk)