



Creative Producer, job description

ABOUT MOTHER TONGUES

Mother Tongue's mission is to curate multilingual creative experiences where artists and communities connect across languages and cultures.

Through our work we want to:

- increase access to the arts for migrant and multilingual children and families;
- foster a culture of working democratically and collaboratively with organisations, communities, schools and artists;
- achieve artistic excellence through working with artists in participatory programmes;
- create programmes for people to come together to share and learn.

OUR VALUES

- Open, inclusive and equitable: we welcome and respect all people and we are committed to achieving increased access to the arts for migrant and multilingual children and families and to creating equal opportunities for multilingual artists and migrant artists.
- Collaborative and democratic: we are committed to a culture of working democratically and collaboratively with organisations, communities, schools and artists. Our programmes are delivered in collaboration with partners from the field of arts and culture, advocacy, policy, human rights, community based work, activism and education.
- Artistically ambitious: striving for artistic excellence through working with artists in participatory programmes. Our innovative multilingual programmes inspire children and families to connect in new ways and to innovate. Our high quality arts experiences cross-linguistic and cultural boundaries to provide the conditions for children to reach their creative potential, for families to own their creativity and for artists to enhance their practice and engage with audiences.
- Curious and reflective: we are committed to creating spaces where people can come together to share practice, knowledge and learning. We believe in the importance of curiosity as a spark that drives encounters that cross-linguistic and cultural boundaries. We want to discover, evolve and innovate. We are strongly committed to research and evaluation as means to monitor, review and improve our work.

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THE ROLE

Mother Tongues seeks an experienced Creative Producer, with demonstrable expertise in producing arts and cultural programmes and managing key stakeholder relationships. This is a freelance contract of the duration of 10 months.

The Creative Producer will oversee the timely organisation and smooth running of Language Explorers Early Years, Mother Tongues Festival and its associated programmes. The Creative Producer will work closely with the senior management team to shape future programmes and measure success against strategic goals. The producer will be given autonomy in making decisions and creatively shape the programmes.

The ideal candidate is someone who takes ownership and responsibility and works well in a small team. The Creative Producer will be supported by the Director, the General Manager and the Education and Learning Coordinator, and full induction will be provided. The Creative Producer will be reporting to the Director, but will be expected to independently make decisions and provide direction within the creative programmes.

We expect that the candidate will commence the work in August or September 2022.

REMUNERATION

- 10 month freelance contract (average 3 days per week)
- Fee: € 21,600 (incl. VAT and all expenses)
- Location: Rua Red in Dublin 24, and remote/home-based
- Flexible hours and days of work / very limited weekend or evening work (for flagship events such as the Mother Tongues Festival).

KEY RESPONSIBILITIES

- Manage the Language Explorers arts programme.
- Manage the Mother Tongues Festival and its associated programmes.
- Lead on the development and growth of Erasmus+ and EU funded projects.
- Develop and maintain relationships within the arts and education sectors to further our artistic and strategic objectives.
- Research and identify artists and collaborators.
- Coordinate training for facilitators.
- Manage our annual programming calendar in consultation with the Director.
- Broker, enhance and develop productive relationships with partners and stakeholders.

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- Manage budget and contractual arrangements in consultation with and sign off from the General Manager.
- Through the programme, contribute to raising public awareness of the benefits of creative multilingualism.
- Manage artistic partnerships with Irish and international collaborators for presentation at the Mother Tongues Festival.
- Grow and develop the arts programme.
- Support the work of Mother Tongues with any other duties requested by the Director or General Manager in response to opportunities or challenges that may arise.
- Attend weekly planning meetings (virtual).

KNOWLEDGE / EXPERIENCE

- Broad knowledge and understanding of the arts sector.
- Passionate about creating high quality arts experience for children.
- Experience in a comparable role.

SKILLS

- Demonstrated capacity to plan strategically and translate into effective action.
- Excellent communication and IT skills.
- Experience of delivering projects in partnership with other organisations.
- Experience with building, managing, and monitoring budgets.
- Experience in funding applications.

PERSONAL ATTRIBUTES

- Self-motivated, with a positive outlook and solution focussed
- A child-centred and artist-focussed attitude
- Positive, energetic, and committed to the ethos, values, and ambition of Mother Tongues.
- Ability to multi-task, prioritise competing demands and meet deadlines.
- Approachable, a good communicator who credibly represents their role internally and externally.

HOW TO APPLY

Interested candidates are invited to apply by completing / providing the following items:

1. A CV highlighting your relevant experience for this role.
2. A covering letter outlining your experience and reason for applying for the role (max 2 pages).

Please send your application by email to info@mothertongues.ie and elena@mothertongues.ie with subject line 'Programme Manager Role'.

If selected for interview, we may request details of two references.

We accept applications on a rolling basis.

All applications will be treated in the strictest confidence. Mother Tongues is committed to creating a diverse environment and is proud to be an equal opportunity employer.



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In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.