

Creative Producer (P/T)

Job information Pack

November 2021



ABOUT CARLOW ARTS FESTIVAL

Carlow Arts Festival (CAF) is an annual multi-disciplinary Arts Festival which takes place in Carlow each June and is the first of the summer Arts Festivals in Ireland. We value Inclusion, Audacity, Fun, Passion and Preparedness. Our Place is Carlow.

In 2020 the festival undertook a period of strategic planning to address the impact of Covid-19 on how we make and present our festival. It also allowed us to introduce new working models that could influence the more long-term and sustainable working practices within our festival.

This strategic review resulted in development of a short to medium-term three-year plan (2021-23) which focuses on five key strategic goals for the period 2021-23:

- **SUSTAINED COMMITMENT TO ARTISTIC EXCELLENCE + ARTIST DEVELOPMENT** by instigating a more formal artistic development approach in the programme from 2021 focused on dance, street art and circus artists, combining mentoring, on-site training and showcases.
- Making **INCLUSION + PARTICIPATION** an intrinsic goal, by investing in the long-term, often invisible work of participation, collaboration and engagement with our local community.
- **OPENING UP** by expanding our reach across Carlow County and continuing to build on our central commitment of access to great art for everyone.
- **HARNESSING THE POWER OF DIGITAL TECHNOLOGY** by continuing to rethink, reset and reinvent what we do, the work artists can make and how we reach wider audiences.
- **ENSURING THE ORGANISATION FIT FOR PURPOSE** by strengthening our partnerships, growing our financial resilience, developing our fundraising capacity and increasing our skills and capabilities in the digital arena.

These goals guide our priorities and decision making as we look to the future under new leadership of our newly appointed Artistic Director and CEO Benjamin Perchet. They are

underpinned by our commitment to the intrinsic goals of inclusion and participation, championing accessibility through free access and insisting that the arts are for everyone.

CREATIVE PRODUCER

The Creative Producer is a new role within the organisation and is a core member of the festival team. He/She/They will work closely with the Artistic Director/CEO and Executive Producer to support the delivery of Carlow Arts Festival's five key strategic properties for 2021-23 with a key focus on building inclusion and participation within our festival programme. The Creative Producer will be supported by the festival's Artist Liaison and Outreach Coordinator to deliver this.

The person in the role will advocate for change, know the importance of relationships, take risks, be the connector between artist, our community, and stakeholders, navigate sensitive boundaries and apply delicate care across the full programme of work. This appointment will enable us to enable a grassroots approach. Sowing this seed now will go far beyond the dates of the festival programme.

We're looking for someone who believes in the role of transformative art, diverse perspectives and inclusion, seeks out virtuosic artists to resonate, inspire and collaborate with our local and national community, and who has strong organisational and entrepreneurial skills. You will be adept at working with and mobilising small teams, local people, funders and other vital stakeholders.

JOB DESCRIPTION

Our work for 2022 and beyond will be centred on investing in local and national artists, commissioning interdisciplinary work and developing long form participation work with Carlow's communities. Inclusion, accessibility, and engagement are a core part of our DNA and this monumental shift has allowed us to explore options to develop and strengthen this company asset. We have pride in our place and want to continue to open up Carlow.

We have developed and refined a new year-round programme of work that's core focus is to reimagine the world with a collective of people. To connect, build, participate, reach out, explore, lean in, exchange, bridge gaps, open doors, nurture, raise ambition and grow our place in the local community. We want to find solutions to access barriers.

It is vital that the Creative Producer understands who the key people are in both the local community and sectoral network, and this role will be motivated by the following responsibilities:

- To initiate and develop strong new integrated relationships that nurture artistic development and practice
- To develop long term sustainable participatory arts and creative learning opportunities within the local community

- To realise the participatory and inclusive programme of the 2022 festival and beyond
To lead efforts on our continued commitment to inclusion and accessibility for rich cultural and artistic experiences
- To support the communications and development manager with implementing the audience development plan and grow audience reach through participatory and outreach initiatives
- To identify new funding opportunities which are appropriate for the new participatory projects being developed
- To commit to a culture of openness, honesty, respect and trust
- To ensure the focus of Carlow Arts Festival is people centred
- To take risks and not be afraid of making mistakes
- Be curious and flexible and share a willingness to learn
- Be patient

One of the most important aspects of this role is that it will support long form initiatives and will grow deep and meaningful relationships and connections for the organisation as a whole.

PERSON SPECIFICATION

- A creative background - as a producer or artist - and recognised for artistic vision and the ability to articulate this clearly and compellingly
- Proven administrative and operational success in the arts, cultural or heritage sectors
- Experience and proven ability of working with and overseeing a team of people
- Knowledge of the Irish and International cultural sector alongside interesting cultural and artistic networks
- Evidence of experience developing and successfully delivering bold, innovative artistic programmes bringing together local and international artists in a local context
- Has a passion for, and affinity with, Carlow Arts Festival's values, context and ambition.
- It's desirable that the candidate has demonstrable experience of collaboration and work in site-specific contexts, and it is an advantage to have experience in artist development programmes
- Has a good working knowledge of digital media and can work comfortably in a hybrid digital and live event world.
- A bridge-builder who has the ability to connect to and build partnerships with a wide range of stakeholders within the field and in the local environment
- Has experience of working with a Board of Directors
- Evidence of experience in strategic planning
- Financial acumen and demonstrable experience of managing budgets
- Ability to deliver under pressure, and within tight timeframes
- Excellent communication skills, media experience and evidence of operating in a public-facing role
- Demonstrable influencing and negotiating skills
- Commitment to embodying fostering and encouraging equality, respect, diversity and inclusion within the festival and with all its partners and stakeholders
- Is willing and able to make Carlow their place

CONDITIONS OF EMPLOYMENT

- Part-Time Role (Permanent, 3 days/week)
- Salary: €40k Pro Rata
- Location: Hybrid - Remote Online, Off Site and Office Based (Festival HQ Office, Carlow)
- The probation period is 6 months, up to a maximum of 9 months.
- The successful candidate will be subject to Garda Vetting in accordance with the requirements of the National Vetting Bureau Act 2012 to 2016 (as amended). This legislation provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

APPLICATION PROCESS + HOW TO APPLY

Deadline for applications: 12 noon, Friday 10th December 2021

Please email your application to director@carlowartsfestival.com

To apply for this role, please provide the following documents:

- An up-to-date CV with an overview of your career history and achievements
- A supporting statement (maximum two 2 pages) that outlines your interest in Carlow Arts Festival and your fit against the essential experience criteria set out in the Personal Specification

If you have access requirements and would like to make your application proposal in an alternative format to a written statement and CV please contact director@carlowartsfestival.com

Interviews will be held the week starting 13th of December 2021

Data Protection Notice: The basis for processing your personal data is to progress your application for the position that you are applying for with Carlow Arts Festival. Outside of the relevant recruitment team, the information provided in your application will only be shared with a designated short-listing and/ or interview board. In accordance with the principles of the General Data Protection Regulations, the information received from you will not be used for any other purpose by Carlow Arts Festival and will be destroyed in accordance with Carlow Arts Festival's Data Protection Policy.