UNIVERSITY OF SUSSEX

happy to talk flexible working

1   Advertisement

Post Title: Producer in Residence
School/department: Media, Arts and Humanities
Hours: Part-time up to 0.5 FTE (18.75 hours per week) Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 10847
Salary: Starting at £36,333 to £43,155 per annum pro rata
Placed on: 03 May 2023
Closing date: 25 May 2023. Applications must be received by midnight of the closing date
Expected Interview date: To be confirmed
Expected start date: as soon as possible

The University of Sussex is seeking a proactive, highly motivated, and creative professional for the role of Producer in Residence to work on an increasingly ambitious programme of public-facing talks, external and internal events (including student degree shows), commissions and festivals organised by the School of Media, Arts and Humanities (MAH).

The Producer will work closely with the Attenborough Centre for the Creative Arts as a key venue, in addition to venues in Brighton and Hove, and the South-East, as well as on the University campus.

The new role will work in partnership with members of the Education and Research Teams in the School to develop and foster relationships between the University and a range of existing partners in the cultural sector, including Brighton Pavilion and Museums Trust, the Towner Gallery, Charleston Farmhouse, Marlborough Productions, The Spire, South East Dance and the Brighton Festival.

Examples of current projects can be found here: https://www.sussex.ac.uk/schools/media-arts-humanities/festival-of-ideas/

Working with external partners and University and School colleagues, the Producer in Residence will develop, produce, and deliver a programme of activity to support our students and researchers, especially those in Creative Practice and Drama and Performance.

The Producer in Residence will also work with colleagues across the School to support the delivery of our Public and Community Engagement Plan and contribute information for the University's knowledge exchange and public engagement activity through formal research assessments including the Knowledge Exchange Framework (KEF).

Success in the role will result in raising the profile of the University, and especially the School of Media, Arts and Humanities, as an attractive destination for students on our creative courses, as an active partner with cultural organisations and creatives in the city and region, and stimulate public engagement with our outward-facing events.

The role holder will:

- produce the annual Sussex Festival of Ideas (both University-facing in the Spring and within the Brighton Festival in May)
- produce the 2023 Turner Prize Public Programme events at the University of Sussex
- contribute to the planning and delivery of degree shows and other showcases for undergraduate and postgraduate student work
- contribute to the curation, programming and planning of projects and events
- create high-level communications that help reach new partners and collaborators
- develop funding opportunities that could enable the production of events in collaboration with partners, the wider cultural community, and other partners outside of the cultural community
- contribute to the development of a dynamic culture of collaboration between the School of Media, Arts and Humanities and external partners

Events management and production experience including knowledge of the arts and cultural sector, ideally in Brighton & Hove, along with experience and demonstrable ability in the following areas would be an advantage:

- effective and strategic production and project management
- effective communications planning and delivery
- ability to work with diverse and multiple stakeholders including students and researchers, external partners, cultural organisations, and freelance creative workers
- successful fundraising experience from a variety of sources
- working with budgets and experience of financial management
- public participation in arts and cultural engagement
- practice in cultural and/or creative organisations or networks

The successful candidate will be curious and enquiring with excellent creative problem-solving abilities and have an interest in the creative and cultural sector, well-developed interpersonal skills, and an ability to communicate effectively and persuasively.

Please contact Professor Mary Krell – m.a.krell@sussex.ac.uk with informal enquiries.

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information at: [School of Media, Arts and Humanities : University of Sussex](#)

The School of Media, Arts & Humanities formally launched on 1st September 2020. The School is situated in the Arts A, Arts B and Silverstone Buildings. Media, Arts and Humanities is a School that brings together a wide range of disciplines including English, History, Art History, Philosophy, Media, Film, Music, and Language Studies. The School of Media, Arts and Humanities offers a vibrant platform for high-quality teaching and learning, and cutting-edge, interdisciplinary research in a friendly and supportive atmosphere, combining theory, practice, activism, and critical and creative work. For students there is a real focus on graduate employability, with an exciting industry-facing curriculum with work placements and strong links with cultural institutions such as the BBC and museums, theatres, and galleries around the world. Please find further information regarding the school/division at https://www.sussex.ac.uk/schools/media-arts-humanities/

3.   Job Description

Job Title:	Producer in Residence
Grade:	G7
School/Division:	School of Media, Arts and Humanities
Location:	Arts A
Responsible to:	Senior Operations Manager
Direct reports:	N/A
Key contacts:	Creative Director (Attenborough Centre for Creative Arts – ACCA) Associate Dean (Education) Associate Dean (Research) Associate Dean (Engagement, Recruitment and Marketing) Subject Heads in creative-practice subjects Towner @ Turner working group Professional Services teams in the School
Role description:	To produce a wide-ranging programme of public-facing talks, student degree shows, events, commissions and festivals on behalf of the School of Media, Arts and Humanities working with researchers, students, professional services and external partners

PRINCIPAL ACCOUNTABILITIES

1. Work with key contacts involved to develop and produce an annual events programme, including scope, budget, fundraising and resource plans.

2. Provide the day-to-day management of the programme, through all aspects of each project, co-ordinating the network of groups and individuals involved in each event.

3. Work with key stakeholders across the University and externally, managing key communications for each project, working with the University and School Communications teams, liaising with project team members and internal and external stakeholders as required.

4. Coordinate the recruiting and management of temporary staff and payments for external speakers working with University systems and professional services colleagues.

5. Coordinate project, service and business readiness activities via a transition plan.

KEY RESPONSIBILITIES

1. Deliver and lead the project lifecycle
1.1. Within the scope of the project, manage all aspects of the project lifecycle including scope, timelines, resources, project documentation, budget, risks and issues, relationships, training and communication.

1.2. Develop and implement a rigorous planning and ensure it is delivered by appropriate parties, using guidance where available, adapting guidance where needed, undertaking research and analysis as necessary on each stage of the project cycle, making recommendations to stakeholders on proposals. Ensure appropriate risk assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology.

2. Project Management

2.1. Ensure project managed in line with institution's project management methodology.

2.2. Coordinate project, service and business readiness activities.

2.3. Work with the project team and support colleagues, to deliver the project objectives, coaching and guiding as needed, manage the team members in a matrix environment. This will include project induction, coaching, guidance and training to project team members to ensure the effective implementation of the project.

2.4. Work with stakeholders ensuring delivery to project specification.

3. Stakeholder Engagement and Partnership working

3.1. Identify and manage project dependencies; work closely with business areas to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met.

3.2. Build effective working relationships with internal and external stakeholders and networks, providing information and ensuring technical information is understood exercising judgement on timeliness, the most appropriate methodology and approach to be used, seeking feedback where necessary for inclusion in project development.

3.3. Ensure stakeholder training is considered as part of the project plan and undertake all necessary stakeholder training.

4. Procurement and contract management

4.1. Undertake project procurement activity, coordinating resources (contractors, commissions etc).

4.2. Manage supplier contracts connected to the project delivery, ensuring project elements are delivered on time, within scope and budget.

5. Role specific responsibilities

5.1. Contribute to the curation, programming and planning of projects and events organised by the School

5.2. Collaborating on researching and writing funding proposals as agreed, including developing a fundraising plan, liaising with the Development and Alumni Relations Office (DARO) and the School Research Team, and horizon scanning for funding opportunities

5.3. Developing an external communications plan for the annual events programme with the School Communications Team including the production of web and marketing content

5.4. Produce events including the Sussex Festival of Ideas, 2023 Turner Prize Public Programme, and MAH Public Lectures (including coordinating schedules and logistics)

5.5. Coordinate volunteering, internship and placement opportunities for students in the School working in collaboration and co-curation with the Careers and Entrepreneurship Centre and the Widening Participation Team

5.6. Contribute to the planning and delivery of degree shows and other showcases for undergraduate and postgraduate work including masterclasses and guest lectures

5.7. Working in collaboration with the School Research team, contribute to the delivery of the University and School-level Public and Community Engagement plan

5.8. Develop strategic opportunities afforded by the existing and planned programmes of key cultural sector partners (including the Attenborough Centre for the Creative Arts)

5.9. Oversee the smooth running of projects you produce, ensuring that artists and speakers are supported, and Sussex colleagues are informed and liaised with effectively including working with internal Sussex University communications ensuring calendars, diaries and notes from meetings are shared and up to date

5.10. Work with academic staff, students and external partners to develop projects, advising and guiding on fundraising, organising work-in-progress sharing and developing production schedule to manage project delivery

5.11. Coordinate with professional services teams in the Education and Research portfolios and Technical Services Team involved in event delivery at School-level

5.12. Coordinate the contracting of temporary staff including external speakers working with professional services colleagues in the School and using appropriate internal policies and systems

5.13. Ensure events are inclusive and accessible to diverse audiences, including coordination with the School Equity Leads and disability advisors, and the School Technical Services Team, for hybrid and in-person events

5.14. Contribute to both internal and external project evaluations and reporting, including the annual [Knowledge and Exchange Framework (KEF)](#) and the [Higher Education Business Business and Community Interaction Survey (HEBCIS)](#)

5.15. Manage the collection of monitoring data for members, audiences, participants, job applicants and speakers, ensuring we adhere to the GDPR (General Data Protection Regulations) at all times

5.16. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- The post holder is line managed by the Senior Operations Manager working in close collaboration with the Creative Director (ACCA). Working within a clear framework, the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in delivering the project management for the School events programme. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. An effective track record of managing and producing projects.

2. Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.

3. Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members, influencing as necessary and resolving conflict.

4. Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.

5. Analytical skills with the ability to assess data, generate effective solutions and make effective decisions.

6. Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.

7. Excellent knowledge and experience of using MS Office products (Word, Excel, PowerPoint).

8. Excellent knowledge and experience of using Microsoft Teams and Zoom.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of successfully producing events
2. Experience of raising funds from a range of sources
3. In-depth knowledge of the cultural sector and the challenges and opportunities faced by this sector at the current time
4. Knowledge of funding sources available to the creative and cultural sector
5. Knowledge of budget setting and management
6. Experience of managing complex projects with multiple partners
7. Experience of working with creative and cultural organisations, freelance creative workers and artists

DESIRABLE CRITERIA

1. Prince 2 certification or equivalent
2. Knowledge of the creative ecology of Brighton & Hove and the South East
3. Experience of working with venues
4. Experience of working with Higher Education Institutions
5. Experience of technical management for events, including effective production for hybrid sessions