



Green Shoes Arts (GSA) supports residents of Barking & Dagenham to create positive change in their own lives and in their local community, through the arts.

Founded in 2009, we've grown from four friends running drama workshops with young people to a thriving Community Interest Company employing four staff, delivering eight weekly sessions to over 100 participants each week and producing high quality community events and performances.

GSA specialise in community arts with a focus on supporting those with Social Emotional and Mental Health problems. We use the arts to inspire change within our local community. We have a great expertise in the field of arts and mental health, and we are looking for someone who has the vision and drive to expand our offer and support the development of our PILOT **Mental Health Arts Festival L.I.S.T.E.N.** (Let's Instil Support To Everyone Now)

With funding from **NCIL**, we want to work with someone who has an ambitious vision for the festival. The ideal candidate will have demonstrable experience of curating art and/or producing festivals, have a passion for the arts and bringing art to local residents, and be able to work on their own initiative and as part of a small team.

In order to best support, understand and represent the community we are working with in the festival, we are particularly interested to hear from candidates who;

- have lived experience of Mental Health, be it through personal experience (self/family/friends) or through prior work experience.
- are Black, African, Caribbean, Black British people, as there are higher rates of mental illness in people from these groups (mentalhealth.org.uk) and also people from this group in the borough.

Type of engagement: Self-employed freelance contract

Reporting To: Artistic Director

Responsible For: Marketing Manager, Artists, Volunteers, Suppliers, Steering Group

Hours of Work: Based on 2 days (14 hours) per week. 10am - 6pm

Fee: £185 per day x 14 days = £2590 inclusive

Start Date: week commencing 10th August

Length of contract: 14 days, to be completed by October 2020

Place of Work: from home for online activity, with in-person activity taking place in Barking & Dagenham.

ROLES & RESPONSIBILITIES

The Producer will work closely with the GSA team and project partners on the development and delivery of L.I.S.T.E.N.

GSA's pilot 2020 Mental Health and Arts Festival, will take place online & offline across August and September and include six strands of programmed activity. You will act as a key point in the development of the new commissions and facilitate communication between the wider team and partners.

You will be responsible for:

- Ensuring the successful delivery of festival and online/offline programme, working closely with the Artistic Director, partners and artists on the production of the programme
- Coordinating the delivery of the commissioning, project management, production, and operational logistics of festival activities
- Overseeing the entire festival and attending all programmed events

MANAGEMENT OF ARTISTS AND SUPPLIERS

- Identify, sub-contract & manage a technical team, comprised of paid technical assistants, interns and volunteers, as required
- Work closely with partners and technical staff and freelance contractors to understand and fulfill all artists' technical requirements
- Manage the recruitment and contracting of artists, suppliers and partners with support from AD and Projects Coordinator
- Oversee, manage and consult with the Festival Steering group, made up of participants and local residents with lived experiences of Mental health.
- Manage any project related interns and volunteers

ADMINISTRATION, MARKETING & COMMS

- Ensure clear communication, acting as the key liaison point for the festival between GSA and the artists, partners, participants, production team and suppliers.
- Support the Marketing Manager to effectively publicise the festival and ensure successful strategic and operational communications for the festival and its programmes
- Undertake all relevant administration relating to the programme including correspondence with contributors, including staff, artists, venue, partners and suppliers.
- Attend programme and partner meetings as required

HEALTH AND SAFETY

- Lead on comprehensive production planning for key projects and related events, including design, development, installation, staffing, presentation, maintenance and related health and safety requirements (work closely with the AD on the festival and event production plans and risk assessments)
- Complete risk assessments for all programmed events with support from the AD

FINANCE

- Deliver programme on budget, by leading on the financial management of the relevant programme including regular reports to the AD
- Coordinate technical resources and requirements efficiently and within set budgets

EVALUATION

- Ensure a well-rounded evaluation is devised and implemented for all partners, artists and participants to complete (drawing on GSA's current evaluation models and best practice in consultation with the AD)

To apply, please send a cover letter detailing your experience of delivering successful projects/events in specific reference to the areas of responsibility highlighted above, an up-to-date CV and a completed Diversity Monitoring Form.

GSA invites applications from producers who identify as; Black, Asian and minority ethnic groups, people of colour, refugee, D/deaf, disabled, neurodivergent, working class and/or LGBTQI+, however will not expect or require them to explore their identity in relation to these groups through this project.

In order to best support, understand and represent the community we are working with in the festival, we are keen to hear from candidates who;

- have lived experience of Mental Health, be it through personal experience (self/family/friends) or through prior work experience.
- are Black African, Black Caribbean, Black British, Black Mixed people, as there are higher rates of mental illness in people from these groups (mentalhealth.org.uk) and also people from this group in the borough.

To apply, please send your completed application to Artistic Director Nikki Watson on nikki@greenshoesarts.com by 5pm on **Friday 31st July 2020**

If you have alternative access needs or require to submit your application in another format, please contact Nikki to discuss your personal requirements.