



**CHATS  
PALACE**

## **JOB DESCRIPTION**

<b>Job Title:</b>	Producer
<b>Accountable to:</b>	Director
<b>Working with:</b>	FOH Manager, The Palace Club Host, Social Media Marketeer
<b>Length of Contract:</b>	January – December 2022 (with option for annual contract renewal)
<b>Salary:</b>	£30,000 - £34,000 p/annum (dep on experience) plus workplace pension
<b>Hours:</b>	Full Time Post Mon to Fri 10.00 – 18.00 (40hrs) Evening & weekend work expected
<b>Holiday:</b>	20 days p/annum + 8 Public Holidays
<b>Notice Period:</b>	8 weeks
<b>Probation Period:</b>	12 weeks

### **Who We Are**

Chats Palace is an east London arts centre with a civic role, empowering local people. We are a trusted body and our building a safe space, with a reputation that goes back more than 40 years. Our key focus areas are with those who are marginalised, excluded or without a voice; working in partnership we devise and deliver projects and productions that combine artistic and social interaction to engender positive, life-long change. Our equality-driven programme is shaped by a strong track record of engagement with our local east London community to identify and address issues of public concern.

By offering outstanding cultural, educational, and social experiences for our community and operating as a robust social enterprise, we present an exemplary model for future cultural venues. With 40,000 visits per year, the initial 3 years of our new programme (2015-18) made a demonstrable contribution to the growth in cultural engagement in Hackney: ACE Active Lives Survey (2015-17) records arts engagement figures with attendance and participation higher than national average: a 2010 ACE study profiles Hackney as having one of the country's lowest levels of adult arts engagement.

Our community and voluntary organisations, users and audiences provide regular qualitative feedback via our 360-degree evaluation strategy. They have told us that we are a vital resource in the local area. We are open, accessible to all generations, and our location is particularly important for those working with and providing activities for local people. They have told us that they also value the role we play as a civic, historic, and cultural space for the local community.

Chats Palace is a registered charity, and all team members are expected to adhere to the policies of the company: to ensure all staff, volunteers and visitors are treated equally, with respect and with their safety being of paramount concern.

## **Post Overview**

During lockdown/s Chats Palace was awarded funding from a range of major trusts and foundations, including a Culture Recovery Fund grant from Arts Council England. From this position of strength, we are about to embark on a period of dramatic growth, developing our artistic programme to reflect this post-pandemic, post-Brexit society. From new work for children and young people to creative commissions and collaborations with a diverse pool of artists, our 2022 cross-artform programme will engage, challenge, and entertain.

The new full-time post of Producer will be key in realising this plan of work, leading on day-to-day management of the artistic programme, and holding responsibility for programming commercial live-event hires. They will have a key role in delivering our civic programme under the Homerton Assembly banner, collaborating closely with the Director to develop new strands of activity that will resonate with our east London community. Current Homerton Assembly projects include: Windrush Community Project, reflecting Hackney's special relationship with the Windrush Generation: The Palace Club- our revolutionary and highly popular Elder's project. Both projects have a strong local profile, working with Hackney's diverse communities and continuing Chats Palace reputation for transparency and representation of our local community.

## **JOB RESPONSIBILITIES**

### Projects and Productions

- Work with the Director to develop our creative programme and to deliver our projects and productions - maintaining and developing the highest standards of delivery and execution.
- Take a lead role in supporting our free-lance artists and practitioners, supporting them through training and mentoring to realize their creative potential.
- Provide general project management for all our in-house projects and productions, supporting the creative team/s and lead practitioner/s.
- Work with the FOH Manager to ensure the public security, safety and specific Health & Safety event planning and standards are upheld at all stages within the planning and delivery of our projects and productions.
- Write up risk assessments for all projects and productions, taking into consideration government guidelines for operating a Covid safe workplace for staff and visitors.
- Facilitate and contribute to production planning meetings, related networking activities and longer-term strategic planning.
- Use our projects and productions as an opportunity to embed the aims and objectives of Chats Palace in the long-term life of Homerton, developing our creative ambitions and legacy.

### Financial

- Develop our commercial hire programme, inviting artists and companies to showcase their work at Chats Palace.
- Lead on budget management, working within budget parameters as set out with Director to deliver our projects and productions

### Communication and Marketing

- Work with the Social Media Marketeer on devising and delivering a promotional strategy for our projects and productions, including but not restricted to a print, social media and press campaigns.
- Support the Social Media Marketeer on the content generation of all project-specific marketing materials, for social media, website, press and PR and all related media communications.
- Gather programme text from the creative team in time for printing of invitations and programmes
- Be an ambassador locally to ensure our projects and productions become embedded in the cultural life of Hackney.

### Diversity

- Oversee the development and delivery of audience, participants and artist engagement that represents the diversity of Hackney.

### Quantitative and qualitative evaluation

- Provide the management of evaluation reports as required, including project and production reports to coincide with board meetings
- Develop best practice for project and production evaluation and ensure that the impact of both is measured. This includes the implementation of robust and creative qualitative evaluation processes.
- Ensure that accurate quantitative statistics are collected for all projects and productions and liaise with external evaluation partners so the successful impact of each can be reported to funders and key stakeholders.

### General

- Ensure that Chats Palace' ethos and mission statement are observed in every area of our work.
- Attend public performances and opening nights/days for our projects and productions.
- Undertake any other duties as agreed with the Director as is appropriate to the post.

## **PERSON SPECIFICATION**

### **Essential**

- A genuine interest and enthusiasm for live arts, community-based civic projects and for the work of Chats Palace as an arts centre
- Educated to a degree level in a relevant arts/administrative subject.
- At least 3 years of experience in arts management, including delivering projects on schedule and to an agreed budget.
- Direct experience as lead producer on the fringe or small/medium scale for a minimum of three productions or tours.
- Knowledge of effective management and development of stakeholder relationships, and an understanding of the needs of successful partnership working.
- Ability to manage multiple projects simultaneously, responding to enquiries quickly and in a professional manner
- Excellent oral and written communication skills
- Highly numerate with the ability to write and read budgets
- IT skills including Word and Excel

### **Ideally**

- Direct experience of engaging in the creative process, working to support artists in realising their vision
- Direct experience of UK touring circuit
- Knowledge of digital programming including live streaming and monetarised digital platforms
- Experience of social media platforms and the demands /restrictions of creating marketing content as a promotional tool.