

**Job Profile and Person Specification
Producer (Communities) Maternity Cover**

Job Purpose To lead on the initiation, development and delivery of learning and civic engagement initiatives for communities.

Key Outputs and Accountabilities	Person Specification
<p>To lead on the development and delivery of programming in collaboration with communities, in line with BALTIC’s mission.</p> <p>To maintain the development of a creative and highly engaging communities programme that demonstrates impact, responds to community need and explores innovative practice in relation to collaboration with communities.</p> <p>To build effective relationships with a range of partners to support the delivery of programmes in local communities.</p> <p>To take a supporting role in recruiting, commissioning and supervising artists, and other practitioners for long term, civically-engaged initiatives.</p> <p>To build relationships and partnerships with regional, national and international individuals and organisations to develop and deliver joint projects.</p> <p>To lead on evaluation, in line with BALTIC’s required frameworks, across all Communities programming.</p> <p>Assist with formulating funding proposals, working closely with the Development Team.</p> <p>To liaise effectively with all BALTIC teams in order to carry out the above objectives.</p> <p>To effectively manage and monitor agreed budgets within the Learning and Civic Engagement Team.</p> <p>To undertake any other duties as may be reasonably required.</p>	<p><u>Essential</u></p> <p>Experience of working with people in community settings.</p> <p>Experience of initiating artist-led commissions and interventions.</p> <p>Strong relationship building skills together with good experience and understanding of audience development.</p> <p>Excellent communication skills, including confident public speaking and writing skills.</p> <p>Strong organisational and project management skills.</p> <p>Ability to prioritise, meet objectives and work to deadlines.</p> <p>A demonstrable understanding of relevant regional and national policy and programming including the socio-economic, cultural and political challenges and opportunities in the North East.</p> <p>Good understanding of Health and Safety, Equal Opportunities, Diversity and the protection of children, young people and vulnerable adults.</p> <p>Demonstrable experience of evaluation methods and impact measurement</p> <p>Budget setting and monitoring experience.</p> <p>Good IT skills.</p> <p><u>Desirable</u></p> <p>A good understanding and knowledge of contemporary art, including current debates, artistic practice and theory.</p> <p>Post graduate qualification in teaching/Museum Studies/Gallery Learning.</p> <p>Experience of delivering and moderating Arts Award.</p> <p>Experience of delivering socially-engaged artist programming.</p> <p>Experience of working with newly arrived communities in the North East</p> <p>Experience of working in the North East.</p>

Reports to:	Head of Learning & Civic Engagement
Direct reports:	none
Pay Band:	D

