



## Arts & Culture Producer (Northern Roots) Job Spec

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge &amp; experience</b>	<p>1.1 Demonstrable track record in designing, commissioning, producing, delivering and evaluating creative projects.</p> <p>1.2 Experience of researching and developing arts and culture strategies.</p> <p>1.3 Experience of working with multiple partners and stakeholders.</p> <p>1.4 Knowledge of the broad arts and culture sector, current trends, funding opportunities, artists working across a broad spectrum of disciplines.</p> <p>1.5 Established relationships in and knowledge of the arts and culture sector in Oldham, Greater Manchester and the North West.</p> <p>1.6 Experience of working with NEET and hard to reach young people</p> <p>1.7 Managing budgets and reporting to funders.</p>	<p>1.1 Experience of producing large-scale events</p> <p>1.2 Passion for the natural environment</p>
<b>Skills &amp; abilities</b>	<p>2.1 Ability to create and produce innovative creative briefs, projects and events.</p> <p>2.2 Excellent project planning and organisational skills, including data collection, monitoring and reporting.</p> <p>2.3 Ability to build and manage key relationships with internal and external stakeholders to ensure successful project delivery.</p> <p>2.4 Excellent IT skills and ability to prepare detailed reports and project plans.</p>	

**Personal qualities**

3.1 Highly creative and collaborative, with capacity to bring bold ideas to the table.

3.2. Flexible, resilient and adaptable with a focus on ensuring delivery of diverse activities to a high standard.

3.3 Self-motivated with the ability to take the initiative, and work with minimum supervision.

3.3 Highly collaborative, team player able to connect quickly and build strong relationships.

3.4 Committed to proactively supporting and facilitating diversity, inclusion and a range of voices in arts and culture projects, partners and audiences.