



Creative Producer Job Specification

	ESSENTIAL	DESIRABLE
Knowledge & experience	<p>1.1 Demonstrable track record in producing, delivering and evaluating creative projects and events.</p> <p>1.2 Experience of delivering community engagement and co-creation projects.</p> <p>1.3 Experience of working with multiple partners and stakeholders.</p> <p>1.4 Managing budgets.</p>	<p>1.1 Experience of producing large-scale events.</p> <p>1.2 Passion for the natural environment.</p>
Skills & abilities	<p>2.1 Ability to create and produce innovative and creative projects and events.</p> <p>2.2 Excellent project planning and organisational skills, including data collection and evaluation.</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 project plans.</p>	
Personal qualities	<p>3.1 Highly creative and collaborative, with capacity to bring bold ideas to the table.</p> <p>3.2. Flexible, resilient and adaptable with a focus on ensuring delivery of diverse activities to a high standard.</p>	

	<p>3.3 Self-motivated with the ability to take the initiative, and work with minimum supervision.</p> <p>3.3 Highly collaborative, team player able to connect quickly and build strong relationships.</p> <p>3.4 Committed to proactively supporting and facilitating diversity, inclusion and a range of voices in arts and culture projects, partners and audiences.</p>	
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