



Arts Canteen Freelance Producer

Arts Canteen is seeking to engage a talented, freelance producer.

This is a brand new role whose main purpose is to provide support to the Arts Canteen Executive Team by:

- Providing specialist marketing support for key Arts Canteen events and projects and the on-going work of the organisation, with a focus on social media, design print and e-marketing.
- Providing producing support for key Arts Canteen events and programmes, including liaising with venues and artists.
- Providing creative programming support to Arts Canteen's Director, with a focus on developing new strands of programming with and for emerging Arab artists across artforms.

Fluency in English and Arabic is desirable.

The post-holder will report directly to Arts Canteen's Director.

14 hours a week (2 days) – Payrate: £150 Per Day

Initial fixed term contract for 6 months.

The Producer is an all-round support role for Arts Canteen and will ensure maximum exposure for Arts Canteen and development of new audiences; smooth running and administration of our activities; and the development of new creative programme ideas.

If you like creating and marketing arts programmes, can liaise with artists, and understand the logistics of working in physical venues and digital events - this could be for you! Most of the work will be done remotely with opportunities to join at our office in Walthamstow.

Key responsibilities of the role:

Marketing

- Management of Arts Canteen social media channels, to include development of social media strategy and day-to-day writing and scheduling of posts to support Arts Canteen activities on Twitter, Facebook and Instagram.
- Day-to-day management of Arts Canteen website, including liaising with designers, devising copy, features and news items.
- Gathering copy, writing and editing Arts Canteen's monthly newsletter.
- Liaison with artists and partners to gather marketing materials and to align all activity with our artistic programme and wider corporate vision, aims and objectives.



- Supporting the collecting and analysis of audience feedback, audience numbers and artist reflections.

Producing

- Liaison with artists and partners to ensure the smooth running of our artistic programme, including issuing contracts and gathering technical information.
- Production of detailed plans and schedules for setting up/down site-specific work.
- Undertaking risk assessments and updating equipment inventories where needed, particularly considering Covid-19 measures. [L]
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- Administration of events including booking artists' travel and accommodation.
- Attendance at Arts Canteen's events and liaison with artists.
- Financial reconciliation of events, processing invoices, updating event budgets.
- Administration of our other projects including artist development programmes in the UK and overseas.

Creative support

- Assistant programmer to Director, supporting on the curation of Arts Canteen's programme of activities and determining the year round schedule of activity.
- First point of contact for the organisation and management of Arts Canteen's email inbox, responding to artistic submissions and general enquiries.
- Assisting in gathering of data for reports, funding bids and papers as requested.

Person Specification

Essential

- At least two years' experience in in the cultural and creative sector, ideally including music, visual arts and new media.
- Experience of communicating effectively with diverse audiences and an ability to tailor messages to a wide range of different demographics.
- Experience and understanding of the effective use of digital technology and social media.
- Experience of producing events, ideally including music, visual arts and new media.
- Experience liaising with artists.
- Experience working with venues.
- Knowledge of the contemporary Arab arts scene and understanding of current artistic trends both in UK and Arab world.

Desirable



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- An existing working knowledge of Arts Canteen, our audiences, our key partners.
- Experience curating and programming own events.
- Experience of budgets and resources.

This is a freelance role and the post-holder will be responsible for their own tax and N.I.

Application Details

To apply for this role please email info@artscanteen.com by 9am Wednesday 2nd February 2022 with your CV and a maximum 2 page cover letter outlining your suitability for the role.

