



Job Description and Personal Specification

Job-title:	Senior Creative Producer (part time, fixed term 12 months)
Department:	Learning and Engagement
Responsible to:	Chief Executive Officer
Responsible for:	Learning & Engagement Manager, Creative Learning Producer

About Leeds Heritage Theatres

Our three historic venues, Leeds Grand Theatre, City Varieties Music Hall, and Hyde Park Picture House, play a vital role in enriching the cultural landscape of Leeds and its surrounding areas, contributing artistically, educationally, and economically. Forming lasting connections and partnerships throughout our region, we are dedicated to making the arts accessible to everyone and providing an ambitious multi art-form programme of musicals, staged work, opera, ballet, comedy, film and creative learning.

To find out more about us, please see: <https://leedsheritagetheatres.com/about-us/>

LHT Vision, Mission and Values

VISION

To connect people through arts and culture and inspire future generations to progress our story.

MISSION

We provide a positive, inclusive, and sustainable environment in which to entertain, educate and inspire.

We provide spaces and experiences for people to connect, work, learn, play and enjoy together. We continue to develop our artistic programme and activities to include a wide range of performing arts and film, forming lasting connections and partnerships across our region.

We believe that the arts and culture have the power to change lives, improve well-being, and remind all of us of what connects us as humans.

It's why we exist. It's what we do. It's what we love.

VALUES

Create the Extraordinary

Bring People Together

Be Resilient

AIMS

A thriving future - Leeds Heritage Theatres has a financially sustainable future with growth in sales and income, having a positive economic and skills impact on Leeds and the cultural sector.

Responsible growth - Leeds Heritage Theatres engages with the climate emergency and makes changes to ensure a sustainable future, internally and externally.

Extraordinary stories - Leeds Heritage Theatres tells relevant and meaningful stories that are enjoyed by audiences, inspire participants and admired by the industry.

Proud to Belong - Everyone feels they matter and are inspired to reach their potential through a fantastic experience with Leeds Heritage Theatres which makes them want to keep engaging with us.

Rooted in Leeds - Staff, artists, audiences, participants and visitors are representative of Leeds. All of Leeds knows about us and most of them have engaged with us.

Job purpose

We're excited to offer a unique role for 12 months for someone to join our Senior Leadership team.

The Senior Creative Producer is a transitional role combining the oversight and support of the Learning & Engagement team whilst working dynamically with Artistic Leadership to pilot and produce new seasons of multi-artform work and festivals across our spaces.

Connected to the sector artistically, this role will involve collaborating with various stakeholders including artists, agents, producers, educators, and community leaders to support the curation of innovative artistic and educational experiences that foster appreciation for film and the performing arts.

Responsibilities

Planning and Producing:

- Work collaboratively with the Artistic Planning Group to provide an effective, flexible and supportive producing function for LHT's evolving Artistic programme, including as lead Producer on allocated seasons, projects and festivals – managing budgets, contracts, and overseeing all related internal processes and operations across the project.
- Take a leading role in creating and managing a diverse range of community, cultural and educational partnerships to support the delivery of our artistic vision in line with our strategic aims.
- Provide producing expertise (working within both commercial and subsidised models) to the Head of Cinema, Programmer and General Manager, advising on Contemporary Music, Literature & Spoken Word, Theatre & Dance, Film, Comedy and Community Engagement programming, on an allocation basis including contract negotiation and advising on financial deals to maximise LHT's position.
- Scope and pilot creatively ambitious large-scale events within LHT's emerging seasons of work – supporting the L&E team to feed into planning and delivery.
- Feed into the review and evolution of the artistic experience at LHT, as a main contact for the Associate Artists group and scope and support additional sessions with a diverse range of artists, in collaboration with the CEO, to generate new ideas.
- Scope and research opportunities for the development of a creative training hub at LHT, providing a home for our current skills development programmes and working in partnership with other providers, producers, makers, grass roots organisations, artists and participants.

- Work with the Head of Development and L&E Management team to identify funding needs for seasons, projects and L&E activities, feeding into impact statements and case studies for support.

Learning & Engagement (L&E):

- Line manage and provide support to the Learning & Engagement Manager and Creative Learning Producer (the L&E Management team) and provide support to the Head of Cinema for Hyde Park Picture House's Creative Engagement Officer and Young Audiences Officer.
- Oversee the implementation of the L&E Action Plan to support the delivery of LHT's Strategic Aims.
- Support the L&E Management team to ensure educational programmes of activity continue to align with organisational goals and community needs.
- Support the L&E Management Team to evaluate and assess L&E initiatives to ensure effectiveness and impact, producing dashboards and reports for Senior Leadership Team (SLT), Board and key stakeholders.
- Be accountable for L&E productions (such as Leeds Grand Youth Theatre's summer musical, Leeds Actors in Training public performances, in school/community performances and other productions). Support the team leads responsible for each performance project, to ensure resources, budgets, H&S and safeguarding controls are well planned, robust and deliverable
- Represent the organisation at community events, conferences, and workshops to promote our mission and programmes.
- Work with the L&E Management Team to oversee and plan the budget for the department, continuously identifying opportunities for cost savings and revenue generation, whilst ensuring ROI.
- Monitor and oversee the L&E team's adherence to relevant legal, regulatory and ethical standards with the support of the L&E Management team.

Leadership:

- Lead a high performing team that is engaged and motivated, ensuring that the right skills and experiences are in place within a working environment that supports innovation and delivery of outcomes.
- Be connected to the sector artistically and represent LHT within local, regional and national conversations around touring work, cultural education, skills development and research.
- As a member of the Senior Leadership team (SLT), attend the weekly management team meetings and actively support, lead and contribute to ongoing business planning and reporting, communication key updates to the L&E Management team for wider discussion.
- Ensure a culture of continuous improvement is embedded within LHT's activities.
- Be outward facing and develop and maintain industry and sectoral contacts, leveraging networks and contacts to influence partnership development.
- Play a key role in the strategic leadership and management of LHT and undertake organisational-wide responsibilities that are appropriate to the role, whilst embodying LHT's values.
- Support the Lead Designated Safeguarding Lead (Lead DSL) on implementing and reviewing Safeguarding policy, practice, training and reporting to Trustees.
- Work closely with HR to attract and retain top talent, and to build storytelling capabilities across the company.

Other Duties:

- In collaboration with the Artistic Planning Group report to the Board's Artistic Sub-Committee.
- Understand the impact and manifestations of historic inequality in the cultural sector and help identify and implement intersectional approaches to dismantling that inequality stretching across our programme, our audiences and our workforce.
- Actively support the LHT's Sustainability Strategy and Action Plan.
- Monitor and assess LHT's adherence of relevant legal, regulatory and ethical standards.
- Carry out other reasonable duties as required by the Chief Executive to support the organisation's mission.

Person specification**About you:**

You will be innovative, dynamic, highly organised and thrive on establishing new ways of working to evolve programmes of work to empower artists, audiences and learners to flourish, engage and hone their skills, making a positive impact on the community, whilst helping us to cultivate diverse and inclusive experiences for all.

Your enthusiasm for the arts will drive your producing approach, ensuring financial stability and the sustainability of our vital creative and public programmes within our heritage buildings.

You will also be competent and practical, providing steady leadership, financial prudence, and clear reporting to stakeholders.

The role would suit anyone (freelance or working within an arts organisation) excited by a 12-month experience of working across three historic, iconic venues.

Essential:

- Experience of producing festivals, productions, films, seasons of work or creative projects
- Experience of creating engaging learning content for a diverse audience
- Thorough understanding of Safeguarding principles and good practice, and experience of implementing safeguarding procedures
- An understanding of the value of data and empowering organisations to make key business decisions and measure impact.
- Ability to develop and implement new models of working.
- Leadership excellence, combined with highly tuned interpersonal, influencing and communication skills.
- Evidence of supporting people to navigate through a transitional period of systemic and cultural change with diplomacy and tact.
- Understands the complexity and nuance of balancing public sector, commercial and artistic objectives.
- Strong financial acumen and commercial awareness.
- Clear thinking and solutions focused with the ability to manage competing demands with specific deadlines, and to make effective decisions whilst working under pressure.
- High level written and communication skills to include a proven ability to write reports and policies.
- An understanding of the economic environment, constraints and opportunities facing a cultural venue.

Contractual terms

Contract type: Part-time, fixed term 12 months

Responsible to: Chief Executive Officer

Salary: £45,000 (pro rata)

Holiday: 33 days plus bank holiday (pro rata)

Benefits: Generous average salary pension scheme, plus health and sickness benefits

Regular staff offers and discounts for our venues and local businesses

Free to use Employee Assistance Programme that supports your health and wellbeing

Personnel investment and training

This role is suitable for flexible working arrangements, although a proportion of work will be in person on-site and, on occasion, at venues across the UK

Probation: Six months

Notice: Three months, on completion of the probationary period

Hours: 22.5 per week

Deadline: 9am, Mon 13 January 2025

For details of application process please see our website [Senior Creative Producer: Join Our Team: Leeds Heritage Theatres](#).

Potential applicants are invited to have an informal discussion about with role with our external recruiter Mark Hollander mark@markhollander.co.uk.

Pre-employment checks

This post will be subject to safer recruitment processes, including the requirement for a satisfactory enhanced DBS check.