

Job Opportunity: Producer



Moving Art
Management

Role: Producer

Contract Type: Full Time, permanent

Salary: £28,000

Bonus Scheme: Applicable subject to successful funding applications

Location: Remote, with travel as required in the Newcastle area and beyond

Hours: 40 hours per week (flexible working arrangements available)

Overtime: No overtime payments; MAM operates a Time Off in Lieu (TOIL) system

Annual Leave: 28 days, including Bank Holidays

Probation period: 3 months

Workplace Pension: Defined contribution into pension scheme through National Employment Savings Trust (NEST), currently 5% employee and 3% employer.

About Moving Art Management

Thank you for your interest in the role of Producer with Moving Art Management. We are a small and dynamic producing company supporting artists to deliver innovative cultural projects and events. We work to create new cultural opportunities that enrich communities in the UK and internationally and support artists to develop their practice. Our ethos is built on collaboration, inclusivity, and a passion for the arts.

2025 is an exciting year for the company as we celebrate our 10-year anniversary in November. Alongside working with our portfolio of artists, we are creating a programme to celebrate our work and community achievements to date, as well as building and shaping plans for the decade ahead.

We are looking for an experienced and motivated Producer to join our team to support a portfolio of exciting projects as our company grows and implements our vision for the next ten years.

Role Purpose

As a Producer, you will play a key role in ensuring the smooth delivery of a range of arts and cultural projects. Working closely with the Directors, you will manage various aspects of project production, from administration to creative team coordination, while actively seeking new opportunities to enhance Moving Art Management's portfolio. The Producer will independently lead on project activity, attending and representing the company at events, studios and theatres.

Key Responsibilities

Project Management and Administration

- Develop and oversee project schedules, ensuring deadlines are met.
- Manage budgets, including setting, tracking, and reporting financial details.
- Write and implement risk assessments.
- Coordinate contracts, copyright, insurance, and other legal requirements.
- Book and manage rehearsal spaces, travel, and accommodation as needed.

Creative Development

- Assemble creative teams and liaise with artists, ensuring all logistical and artistic needs are met.
- Research and develop new project ideas aligned with Moving Art Management's mission.
- Mentor emerging talent and foster a collaborative working environment.

Business Development and Fundraising

- Actively pursue new business opportunities and partnerships.
- Write funding applications and develop proposals to secure financial support.

Marketing and Audience Engagement

- Support marketing campaigns to promote projects.
- Lead audience development initiatives to maximise participation and impact.

Team and Stakeholder Coordination

- Act as the primary contact for project-related enquiries.
- Report regularly to Directors on project progress, successes, and challenges.
- Build and maintain strong relationships with clients, collaborators, and stakeholders.

Person Specification

Essential Skills and Experience:

- At least five years' experience in a similar role within the cultural sector.
- Must be based in the North East to be available for in person meetings with clients and contacts
- Knowledge of the dance sector in England. Although we work across art forms and a broad knowledge of arts and culture is desirable, dance is a specific focus of many of our portfolio of artists' work.
- Proven ability to manage complex projects with competing deadlines.

- Strong financial literacy and budget management skills.
- Exceptional organisational skills with attention to detail.
- Experience working with diverse communities and stakeholders.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and project management tools.
- A commitment to equality, diversity, and environmental sustainability.

Desirable Skills:

- Existing networks within the North East's arts and cultural sector.
- Knowledge of GDPR and safeguarding best practices.
- Knowledge of Hubspot and Mailchimp platforms.
- A car for travel to site visits on an ad hoc basis.

Working Conditions

- Flexible working arrangements, with some evening and weekend commitments.
- Moving Art Management has no fixed office; therefore, the Producer will work predominantly remotely/from home, with travel to Newcastle and project sites across the UK as required.
- Candidate must have access to Wi-Fi from home/remote locations.
- Opportunities for professional development and training.

The timeline for this role is as follows:

- Deadline for applications: 5pm, Friday 31st January 2025
- Shortlisting decisions: Monday 3rd February 2025
- Interviews: w/c Mon 3rd February 2025, online
- Start Date: March 2025

How to Apply

To apply, please send the following to rachel@movingartmanagement.com:

1. Your CV
2. A cover letter outlining the following:
 - The skills and knowledge you have that makes you well suited to the job specification (max 500 words)
 - Examples of your experience to date that align with the demands of the role (max 300 words)

For more information about Moving Art Management and our projects, visit www.movingartmanagement.com or if you have any questions please do not hesitate to get in touch with Rachel on her email address above.

Join us in creating impactful cultural experiences that inspire and connect communities!