



RECRUITMENT PACK

COMMUNITY PRODUCER



About Revoluton

Who We Are

Revoluton is a Luton-based arts organisation. We work with artists and communities - across a range of art forms and disciplines - to produce creative work that promotes positive futures for people and place. We provide support, resource, and mentoring to artists and emerging creative practitioners. We facilitate pathways for people to engage with creativity, as professional practitioners, participants, and as audience members.

“ We believe the spirit of Luton encapsulates activism, warmth, and generosity. The spirit of our work is captured in our name – Revoluton.

We are an independent arts organisation, initially established in 2015 as Luton’s Creative People and Places (CPP) project funded by Arts Council England (ACE). We are based at Marsh House in Leagrave. In 2020, Revoluton was incorporated as a Community Interest Company (CIC) and became the lead organisation for Luton’s CPP project, initiating a business planning process for organisational growth.

Revoluton

What We Do

Our work is deeply rooted in Luton and our creative programme is co-created with communities. We design and produce creative and cultural programmes that are resonant and relevant to local audiences. We are committed to communities taking the lead. We work collaboratively to co-create events and programmes that inspire and support engagement with creativity in all its forms - from Kashmiri textile design in schools through to large scale international outdoor arts events.

This is an exciting time in the development of the organisation. Now under new leadership, Revoluton is shaping a six-year strategy that will see more people engaging with our work as audiences, creatives, and co-designers - in person and via digital means. Building on experience gained through producing work within previous CPP activity, Revoluton will establish a nascent role as a producer of bold new work. This is alongside building ambitious local, national, and international partnerships to increase reach into new audiences and new cultural collaborations.

Community Producer



Our Vision, Mission and Values

Our vision is for communities to connect through creativity, locally and globally, uniting to define their positive futures.

Our mission is to unite communities and creatives as the collective catalyst for change. We locate Luton in the world. We do this by connecting the people of Luton with standout creative practitioners – locally and beyond – to create cultural activities that bring positive change for people and place.

Our values are:

Agency (affirming the voice, choice, and power of marginalised communities to bring positive change).

Belonging (celebrating place, and creating a sense of acceptance and freedom).

Connection (uniting people and forming partnerships towards a common purpose).

Creativity (nurturing talent, promoting everyday creativity, and producing creative work made in Luton).

Opportunity (providing and promoting access to arts and creativity for leisure, learning, and livelihood).





About the Role

Revoluton's Community Producer (Communities) plays a vital role in developing and managing a range of projects that connect local communities with high-quality artists. With an emphasis on our residency areas, the Community Producer works to build long-lasting relationships with local organisations, venues and residents and deliver high-quality and inclusive activities. The Community Producer will be a skilled project manager, an excellent communicator with demonstrable commitment to community engagement.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by and for Lutonians, through to how we budget and build partnerships. We are committed to our organisation reflecting and celebrating Luton's incredible diversity across ethnicity, age, gender, disability and socioeconomic background. We therefore especially welcome applications from people with lived experience of the communities that we work with.



Photo Credits: Aleksandra Warchol

Key Responsibilities

To produce key strands of the Revoluton Arts programme, predominantly geographic and thematic community engagement activities.

Duties include but are not limited to:

- Work with the Senior Producer to design and develop an exciting programme of creative activities aimed at adults and families across Luton and that reflect the super-diversity of the town.
- Deliver high quality and inclusive activities within the Residency programme, which includes Revoluton Associates and future projects in Bury Park, Farley Hill, Marsh Farm and other locations identified for hyperlocal programming.
- Identify and engage local residents across Luton's communities and following the Senior Producer's lead, agencies/organisations that work with them, to maximise participation in programmed activities
- Work collaboratively with early career freelance artists and creative practitioners in a way that supports their wellbeing and professional development.
- Provide proactive wellbeing support to programme participants, escalating any concerns to a Mental Health First Aider.
- Escalate safeguarding concerns and disclosures promptly in line with the Revoluton Arts Safeguarding Policy.
- Work with the Senior Producer to create risk assessments for all projects and events and implement risk mitigation measures throughout delivery.
- Ensure that activities are accessible and inclusive, in accordance with Revoluton Arts' Equality Action Plan.
- Ensure administration processes for all projects are up to date, including prompt and accurate completion of Session Debriefs, Project Details Sheets and Engagement Databases.
- Work with the Senior Producer to ensure that project budgets are managed in line with financial procedures, taking responsibility for delegated budget lines and accurately tracking spend weekly. Gather invoices and share with Senior Producer for sign off.
- Draft contracts and promptly issue artists and creative practitioners with project handbooks and relevant policy documents.
- Ensure that evaluation processes are implemented across the Residencies programme.
- Act as the main point of contact for participants and audiences, promptly responding to enquiries as an ambassador for Revoluton Arts.
- Build a strong working relationship with the marketing team, providing timely and accurate information to shape the development of marketing materials.



Person Specification

Essential

- Passionate about working to realise the Revoluton Arts mission, vision, and values
- At least two years' experience of similar roles in the arts, voluntary or grassroots community sectors
- Experience of successfully engaging local residents, especially those who lead complex and challenging lives, in creative or community activities
- Experience of providing pastoral support to adults at risk
- Commitment to safeguarding best practice
- Experience of working with Luton's diverse communities, including understanding the social, economic, and political issues that affect their lives
- Experience of supporting freelance artists and creative practitioners
- Strong track record of building relationships with external stakeholders such as artists, venues and partner organisations
- Excellent organisation and planning skills with proven ability to work flexibly, prioritise and to meet deadlines
- Ability to manage budgets, including accurately tracking expenditure
- Willing to contribute to a culture of proactive problem prevention and problem solving
- Strong administrative skills, including using Microsoft Word and Excel
- A proven commitment to equality, diversity, and inclusion
- Open to feedback and committed to continuous professional development

Desirable

- Experience of working with different art forms
- Knowledge and understanding of digital work, especially around community engagement and accessibility
- Level 1 Safeguarding Qualification



Application Details

Contract Terms

Hours: 22.5 hours a week. This will include occasional weekend and evenings for which time off in lieu will be available.

Salary: £29k pro-rata, (actual salary £17,400 per annum), plus pension contributions

Responsible to: Senior Producer

Start date: ASAP

Place of work: Hybrid working, with at least 60% of the week in the Revoluton office at Marsh Farm, less than a 10 minute walk from Leagrave Station on the Thameslink line

The successful candidate will be required to obtain a DBS check.

Application Information

Deadline for applications: 9am, Monday 15 April 2024

Interviews: Interviews will take place on the Monday 22 April 2024 in person in Luton. The panel will include CEO/Creative Director, Lindsey Pugh, and Maria Shury-Smith, Senior Producer.

If you would like to discuss the role before applying, please contact Maria Shury-Smith on maria@revolutonarts.com

To Apply

To apply please send in an up-to-date CV, with details of two referees, a completed Equal Opportunities Form and a covering letter outlining your interest and why your experience makes you an excellent fit for the role.

Revoluton will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4
- Video submission that is no longer than 5 minutes
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes

Please email your application to: info@revolutonarts.com

Revoluton is a diverse organisation, committed to equal opportunities and we welcome applications from all sections of the community. If you require any further information, assistance in making an application or this information in an alternative format, please contact us on info@revolutonarts.com or 01582 345560.

REVOLUTON

   @REVOLUTONARTS

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