

# RECRUITMENT PACK

## SENIOR HERITAGE PRODUCER

Photo Credit: Greta Zabulyte

# 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.

Revoluton was established as an Arts Council England-funded Creative People and Places (CPP) project in 2015 and became an independent organisation in 2020. Over the last few years, we've produced bold new work putting Luton on the map in increasingly creative ways.

Now is an exciting time to join the team as we prepare to deliver many new and ambitious projects. We've shaped a long-term strategy that will see more people engaging with our work as audiences, creatives and co-designers - in person and via digital means.

Revoluton

Our work as a newly established independent organisation takes us beyond the geographical boundaries of Luton, delivering ambitious creative work in addition to the remit of our primary funded programme, CPP.

Our work remains deeply rooted in Luton and our creative programme will be co-created with communities in Luton and beyond. Building on experience gained through producing work within previous CPP activity, Revoluton Arts has now established a role as a producer of bold new work. Additionally, we are building ambitious new partnerships at local, national and international levels.

Central to this plan is an ambition to locate Luton in the world. This is in respect of Luton's global relevance and multicultural makeup. It is also about a deep desire to put Luton on the map - to share with the world the many great things that contribute to Luton's cultural vibrancy.

“ Since our inception in 2015, our programme has attracted over 250,000 in-person engagements and over 1.3 million online.

Senior Heritage 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 to people and places.

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).





Photo Credit: Sidney Sambu

# About Undercurrent

The Lea Marsh Heritage Zone, led by Glenn Jenkins (Marsh Farm Outreach) and Lindsey Pugh (Revoluton Arts), is a culturally significant site in Luton, with a history spanning from Neolithic times to the rave scene of the 80s and 90s. Motivated by their shared histories, Jenkins and Pugh began documenting the site's rich heritage, from myths of Waulud's Bank to grassroots activism and music subcultures.

In 2024, Revoluton Arts, supported by The National Lottery Heritage Fund and Arts Council England, led the research phase of Undercurrent, exploring themes of bottom-up activism and associated music subcultures connected to communities along the River Lea, the natural heritage of the Lea and the Neolithic beginnings of Luton's communities at Waulud's Bank. This phase included community events, oral history interviews, creative commissions, and the creation of the Undercurrent Digital Archive, culminating in a public sharing event at the River Lea's source.

The ongoing focus for Undercurrent is fourfold:

- Amplification of voice, choice and power
- Music and creative subcultures
- Ceremony, ritual and spirituality
- Connectedness

Building on the original phase of Undercurrent, the project will now centre on movements of people in bottom-up activism, motivated by the principles of humanity and love - living better together, as opposed to with hostility. It will conduct deeper research into the physical movement of people - the super-diverse communities at either end of the Lea, Luton and London - and their connectedness. It will amplify voices hardly heard, make visible the communities seldom seen, and it will surface the pioneering music and creative subcultures that have promoted - and continue to inform - positive political and social change in multicultural society.

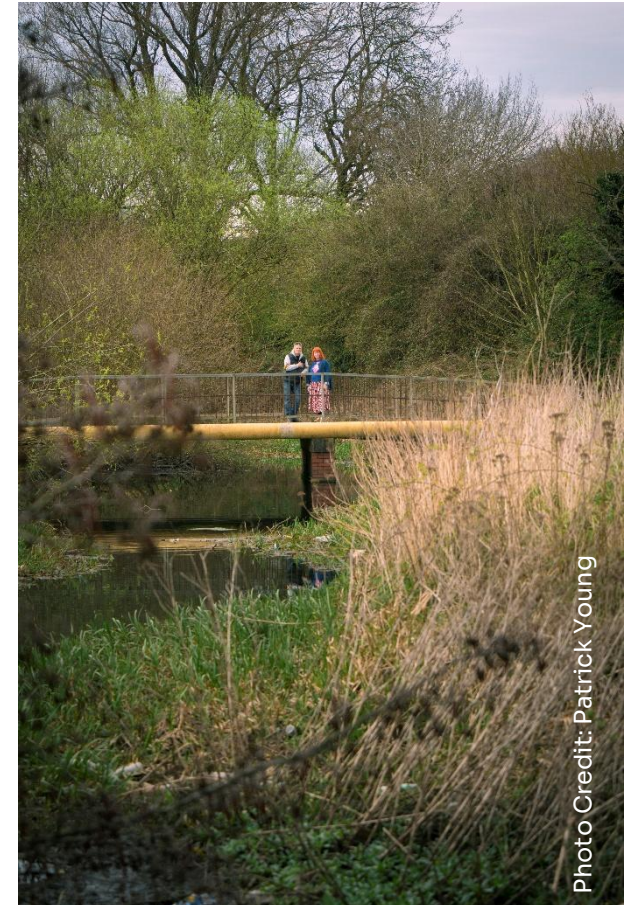
The next phase of Undercurrent, beginning autumn 2025 is titled **Undercurrent: Movement of Jah People**, taken from Bob Marley and The Wailers, Exodus, 1977. This will explore the history of communities connected to the River Lea, beginning at the source in Luton, within the context of the ongoing focus of Undercurrent, particularly relative to the movement and movements of people at either end of the river.

There will be significant creative outputs within this multifaceted two-year project. This will result in a touring exhibition with a soundscape exploring the Neolithic and recent history of the people at the river's source. This will tour the river ends. The tour will be animated by co-created works led by commissioned creative heritage practitioners. A Podcast series will also be produced, highlighting the hidden stories of people around the river's source, exploring their points of connection with communities in east London, where the Lea meets the Thames. Both will be co-created with young people from the Luton and Marsh Farm area, connecting with other young people and communities in east London.

# About the Role

We are seeking a Senior Heritage Producer to provide project management across all aspects of this multifaceted project, which blends historical research, community engagement and creative collaboration. The role will ensure the smooth running of the project and ensure that the aims and reach of the project are achieved. Working closely with Revoluton's CEO/Creative Director, Executive Director and the project team (freelancers and existing members of the Revoluton team), the Undercurrent Senior Heritage Producer will oversee budget, timeline and evaluation across the project ensuring key milestones and outcomes are achieved within the project timeline whilst fostering meaningful connection of the project in both London and Luton.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by and for Lutonians, 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 socio-economic background. We therefore especially welcome applications from people with lived experience of the communities that we work with.



# Key Responsibilities

## General

- Oversee the project's overall delivery and support the CEO/Creative Director of Revoluton in managing all freelancers working on the project.
- Manage the project budget and ensure the project spend is in alignment with the planned budget.
- Lead on tracking the project and collating updates from all freelance roles, internal staff and partners as needed to ensure the project stays on track.
- Ensure the project is delivered within the timeline of the project.
- Manage and coordinate all administrative processes to contract and manage freelancers, partners and touring venues on the project.
- Be the central point of contact for funders, community leaders, and external partners.
- Provide project updates regularly to the CEO/Creative Director and Executive Director, as required, and act as the central point of contact for the project for Revoluton's Senior Management Team.
- Lead on the evaluation of the project with support from Revoluton's Executive Director and wider team.

## Research Coordination

- Alongside Revoluton's Creative Director and Producing team, ensure that the historical researcher provides detailed and cross-referenced research that can be translated into engaging material for the young participants.

## Exhibition Coordination

- Alongside Revoluton's CEO/Creative Director, feed into the creation of the exhibition supporting the Lead Artists and provide guidance to ensure the creative vision fulfils the needs of the project and properly represents and engages in the Neolithic history of Waulud's bank.
- Work with the Production Manager to confirm design and build schedule for the exhibition.
- Work with the Production Manager to confirm a viable touring schedule and lead on negotiation and contracting touring partners and venues.
- Work with the Production Manager, coordinating with venues and partners to ensure a smooth tour.
- Provide budget details to the Designer and Production Manager, working with them to ensure the touring exhibition works within the allocated budget.

# Key Responsibilities

## Podcast Coordination

- Alongside Revoluton's Creative Director, feed into the creation of the podcast, supporting the Lead Artist and providing guidance to ensure the creative vision fulfils the needs of the project.
- Support the Digital Producer in realising the podcast vision of the Lead Artist and community participants.
- Work with the Lead Artist and Digital Producer to confirm schedule release dates and times.
- Work collaboratively with the Lead Artist, Digital Producer and Revoluton's Marketing Manager to select hosting platforms and set up accounts for the release of the podcast.
- Work with the Digital Producer and Revoluton's Marketing Manager to ensure technical aspects of SEO or platform tagging are planned into the podcast's release.
- Review episodes before release, ensuring that content is aligned with Revoluton's policies and with the project's aims.

## Marketing Coordination

- Work with Revoluton's Marketing Manager, Community Producer and Senior Producer on participant recruitment ensuring the process reaches across the Marsh Farm, Luton and relative east London areas and is as inclusive and accessible as possible ensuring participants are representative of the area.
- Oversee all promotion including marketing materials, campaign, PR and any other public output to ensure a clear, productive narrative effective at building support and engagement with the project.

- Work with partners and the marketing manager to ensure the exhibition is effectively marketed on tour.
- Work with partners and the Digital Producer and Marketing Manager to ensure the podcast reach is maximised and engagement across the release is tracked to ensure the campaign is adapted to maximise outcome when needed.

## **The Undercurrent Senior Heritage Producer will be expected to use the methodology, systems, processes and policies adopted by Revoluton Arts, including:**

- Principles of co-creation
- Procedures around gaining appropriate and informed consent from participants
- Project planning procedures, as necessary
- Marketing & communications processes, as necessary
- Evaluation framework and processes for data capture
- Equal Opportunities Policy and associated Equality Action Plan
- Other policies including Health & Safety, Data Protection, Safeguarding, Volunteering and Social Media

This job description is a guide to the nature of the work required of the Senior Heritage Producer. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder and CEO/Creative Director and Executive Director as required.



Photo Credit: Sidney Sambu

# Person Specification

## Essential

We are looking for an experienced project manager / creative heritage producer with the following essential attributes:

- Significant track record of producing creative heritage projects, with expertise in community engagement and co-creation.
- Significant track record of managing multifaceted projects with heritage and creative practitioners, spanning multiple disciplines and with ambitious creative outputs.
- Demonstrable experience of working with archive partners, including archiving oral histories and creative digital outputs.
- Ability to think strategically and plan long-term projects that engage a wide range of audiences and participants.
- Experience of producing outdoor arts projects with significant audience reach and with a creative heritage focus.
- Excellent communication skills and ability to adapt style to work with a wide range of people and communities.
- Ability to design and facilitate meaningful community engagement activities that surface relevant heritage themes, to inform ongoing heritage interpretation.
- Experience of partnership working and ability to grow a network of contacts in both the cultural, heritage and voluntary settings.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- Ability to manage budgets, create and monitor contracts and produce reports.
- Strong administrative skills, including using Microsoft Office 365.
- Understanding of relevant legislation, including health and safety, safeguarding and licensing

## Desirable

- Co-delivery of projects with a digital focus, including filmmaking and videography.



# Application Details

## Contract Terms

This is a fixed-term contract ending 30 November 2027.

**Hours:** 18.75 hours a week (equivalent of 2.5 days a week. This will include occasional weekend and evenings for which time off in lieu will be available.)

**Salary:** £40k pro-rata (actual salary £20,000 per annum), plus pension contributions.

**Responsible to:** CEO / Creative Director

**Start date:** Immediate start

**Place of work:** Hybrid working, operating within Revoluton's flexible working policy, in which the team work at least 60% of the week in the Revoluton office at Marsh Farm, less than 10 minutes from Leagrave Station on the Thameslink.

**Probationary period:** Three months

**Notice period:** Three months (one month during probation)

The Senior Heritage Producer will be engaged on a non-exclusive basis.

## Application Information

**Deadline for applications:** 12:00, Thursday 2 July

**Interviews:** Interviews will take place on Thursday, 9 July, at Marsh House, Bramingham Road, Luton, LU3 2SR

## How to Apply

Please email your application to: [hello@revolutonarts.com](mailto:hello@revolutonarts.com)

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

We will accept the following formats for the statement:

- 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 clearly label your files with your name. The Equal Opportunities Form should be anonymous and requires no label.

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 [hello@revolutonarts.com](mailto:hello@revolutonarts.com) or 01582 345560.

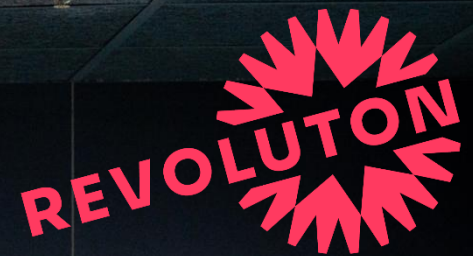


Photo Credit: Jimmy Lee