

RECRUITMENT PACK

COMMUNITY 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.

“Over the last ten years, Revoluton Arts has actively engaged people through live and digital activities 1,487,079 times. We will hit 1.5 million by the end of 2026”

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 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).





About the Role

Revoluton's Community Producer plays a vital role in developing and managing a range of projects that connect local communities with high-quality arts and creativity. With an emphasis on residential areas, within our Residencies programme, the Community Producer works to build long-lasting relationships with local organisations, venues and residents to deliver high-quality and inclusive activities. The Community Producer will be a skilled project manager and 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, 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

- Work with the Senior Producer to design and deliver a high-quality, exciting and inclusive programme of creative activities aimed at adults and families across Luton within Revoluton's Residency areas. These areas include Marsh Farm, Bury Park, Farley Hill, Leagrave and other locations identified for hyperlocal programming.
- Deliver and facilitate all monthly events in each Residency area, ensuring participants and artists are communicated with effectively before, during and after delivery.
- Take responsibility for the delivery of evaluation tasks within the Residency programme, such as surveys, collection of anecdotal evidence, observation and other data capture.
- Support the Senior Producer to identify and engage local residents across Luton's communities, including the agencies/organisations that work with these communities, to maximise participation in programmed activities.
- Work with the Senior Producer to deliver the Revoluton Associate programme, supporting the management and development of Associate Artists with particular focus on community co-creation, ensuring that artists' projects are delivered on time, to budget and to a high quality.
- Work closely with the Senior Producer to support the delivery of produced, programmed and commissioned events and projects. This includes contributing to project planning, coordinating communication processes and ensuring all operational needs are met during public events.
- Work collaboratively with early-career freelance artists and creative practitioners in a way that supports their professional development and wellbeing.
- 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 on an ongoing basis.
- Draft contracts for freelancers and ensure that handbooks and policy documents are issued promptly alongside executed contracts.
- Provide proactive wellbeing support to programme participants, escalating any concerns to the Senior Producer.
- Escalate safeguarding concerns and disclosures promptly to the Designated Safeguarding Lead, following 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.
- Act as a main point of contact for participants and audiences, building trusting relationships and acting as an ambassador for Revoluton Arts at all times.
- Build a close working relationship with the Marketing Manager, ensuring timely and accurate provision of project information for the creation of effective marketing campaigns.
- Ensure that project design and delivery is accessible and inclusive and reflect the super-diversity of the town.
- Support the Senior Producer and wider Producing Team on other projects as required.

Key Responsibilities

General

- Contribute to the implementation Revoluton's Equality Action Plan, ensuring that our activities are accessible and inclusive.
- Contribute to Revoluton's approach to environmental sustainability, ensure that all activities and back-office functions are as environmentally friendly as possible, including recycling, travel and the reuse of redundant items.

This job description is a guide to the nature of the work required of the Community 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.

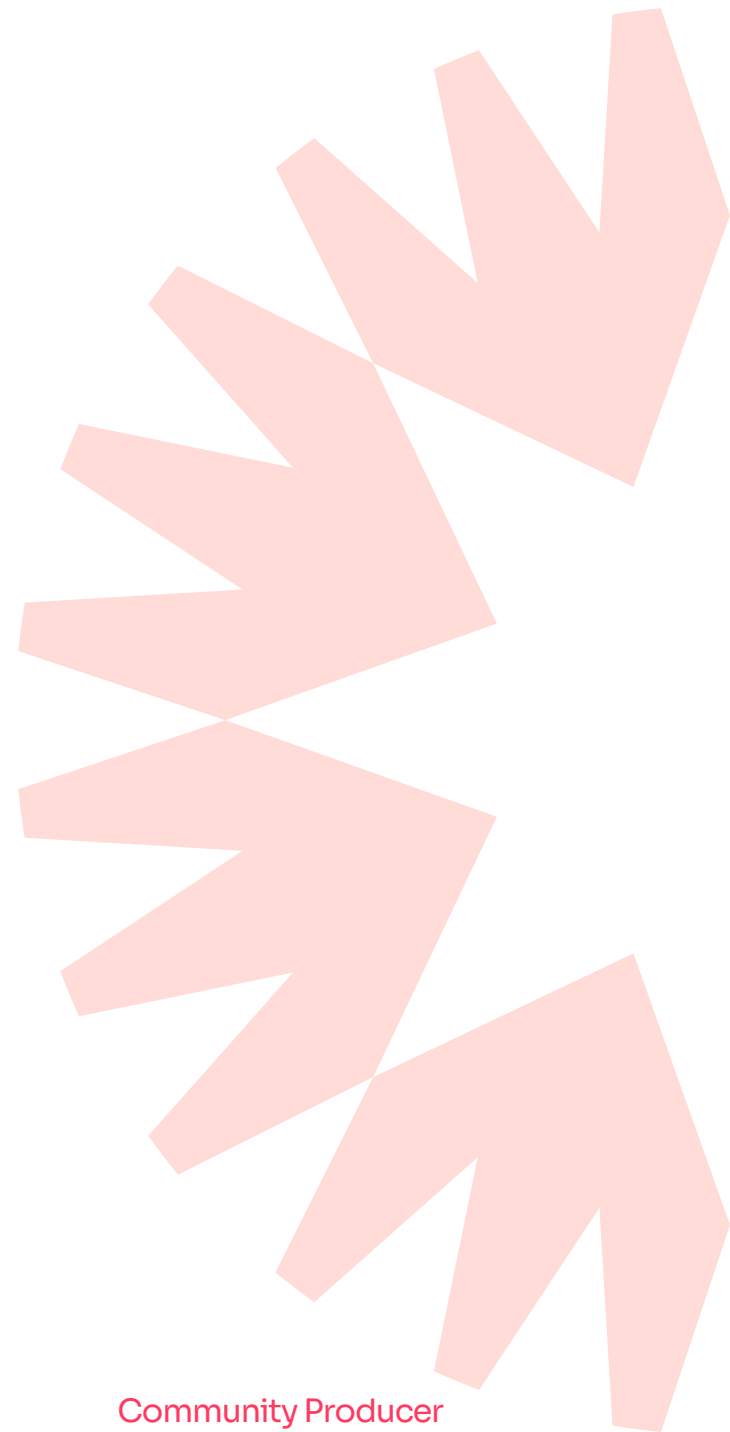




Photo Credit: Sidney Sambu

Person Specification

Essential

- Passionate about working to realise the Revoluton Arts mission, vision and values.
- At least two years' experience in similar roles in the arts, voluntary or grassroots community sectors.
- Experience of working with Luton's diverse communities (or communities in a similar location), including understanding the social, economic and political issues that affect their lives.
- Experience of successfully engaging local residents, especially those who lead complex and challenging lives, in creative or community activities, with a track record of building positive and trusting relationships with participants.
- Experience of providing pastoral support to adults at risk.
- Commitment to safeguarding best practice.
- Experience in 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 meet deadlines.
- Ability to manage budgets, including accurately tracking expenditure.
- Strong problem-solving skills, with the ability to mitigate potential issues.
- 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.
- Proficiency in other spoken languages.



Application Details

Contract Terms

Contract: Permanent, part-time at 0.8 FTE, 30 hours per week. This will include occasional weekend and evenings, for which time off in lieu will be available.

Salary: £31,000 Pro Rata. Actual Salary £24,800 (plus pension contributions).

Responsible to: Senior Producer

Responsible for: Freelance artists, event assistants and participants.

Start date: ASAP from 1 April 2026

Place of work: This is a hybrid working contract. At least 60% of the week will be worked at the Revoluton Arts office at Marsh Farm, less than 10 minutes from Leagrave Station.

Probationary period: Six months

Notice period: Three months (one month during probation)
The successful candidate will be required to obtain an Enhanced DBS check.

Application Information

Deadline for applications: 23:59, Sunday 1 March 2026

Interviews: Interviews will take place on Wednesday, 11 March 2026, at Marsh House, Bramingham Road, Luton LU3 2SR.

How to Apply

Please email your application to: 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 or 01582 345560.

REVOLUTON

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MAKE IT HERE.
SHARE IT WITH
THE WORLD.



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