

Senior Producer Job Pack

IDEAS
TEST



ABOUT IDEAS TEST

Ideas Test is an arts organisation based in Medway and working across Swale and Medway. Our mission is to empower communities to live more creative lives.

Our aims are to:

- Increase arts participation by supporting more people to get involved in arts and creativity as amateurs or professionals; consumers and creators
- Strengthen community leadership by supporting local people and communities to take the lead in creating sustainable projects
- Develop the professional and amateur arts community by helping to create networks, learning opportunities and supporting innovation and collaboration

To achieve that we will:

- Work with and create links between individuals and organisations from the arts sector and elsewhere across the professional, amateur and voluntary sectors
- Listen and respond to what we learn and take advantage of new opportunities
- Aspire to supporting the creation of the highest quality art and arts experiences

Ideas Test is an action research project and we are one of Arts Council England's 39 Creative People and Places programmes.

Ideas Test is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.



ABOUT THE ROLE: KEY INFO

Location:	Ideas Test office at 5a New Road Avenue, Chatham, Kent, ME4 6BB, with regular travel to events/meetings at other locations. Hybrid working with a minimum of 2 days per week in the office.
Management:	You will report to the Director and will be accountable through them to the Director and Board of Trustees and Consortium.
Contract period:	This role is fixed term until 31 March 2026, with a view to extend to a permanent role (funding for 2026-29 dependent).
Salary:	Salary £35,000
Holidays:	25 days holiday per year plus bank holidays.
Working Hours:	This is a full-time role, 5 days per week (37.5 hours) excluding breaks, and due to the nature of this programme, some weekend and evening work will be required.
Employer:	The Senior Producer will be employed by Ideas Test.
Pension Scheme:	The People's Pension.

ABOUT THE ROLE:

The Senior Producer will be responsible for the delivery and management of Ideas Test's creative programme. You will work closely with the Director and team, informed by local consultation and data, to create a compelling, inclusive cultural programme for and with the people of Medway and Swale.

We are seeking someone who is not only experienced in the arts but shares our commitment to socially engaged practice and co-creation. Our work involves multiple art forms and ranges from small intensive programmes to large scale public work. We want to create authentic impactful work with communities over the long term, experimenting and learning as we go. If you love bringing together networks of artists, communities, partner organisations and assets, and are looking for a new challenge, we would love to hear from you.

SPECIFIC RESPONSIBILITIES:

- Line management of the Youth Producer and freelance creative staff
- Manage and monitor production budgets in liaison with the Director and Operations Manager
- Undertake creative and accurate monitoring & evaluation activities for each project, working within our Evaluation Framework and with our external evaluator when necessary
- Work with Ideas Test's Marketing Manager to reach target audiences and share opportunities and experiences
- Obtain necessary permissions, create risk assessments and event management plans for events
- Contribute to the development of new funding applications and evaluation reports where appropriate, leading on small-scale fundraising in collaboration with the Director
- Work within Ideas Test's policies and best practice
- Observe and promote safeguarding best practice at all times across all areas of work.

GENERAL INFO:

- Participate in Ideas Test meetings and events as required
- Keep up to date with cultural developments in the geography, nationally and with socially engaged creative practices
- Attend relevant training as and when required
- Positively represent Ideas Test at events

Due to the nature of the role, Ideas Test will need to submit an application for an Enhanced DBS check for the successful candidate. We are committed to equality of opportunity for all applicants and aim to select individuals to join our workforce based on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. We will therefore consider ex-offenders to join our workforce based on their individual merits, but any disclosures on an individual's DBS check will need to be risk assessed. For more information on this process, please refer to our [Recruitment of Ex-offenders Policy](#).



ABOUT THE CANDIDATE

We are looking for someone who:

Experience or Quality	Essential	Desirable
Substantial experience of producing multi-disciplinary arts projects in various settings.	✓	
A broad knowledge of the arts sector and current developments, nationally and internationally.	✓	
Ability to think strategically and imaginatively.	✓	
Excellent interpersonal, organisational and planning skills and the ability to manage different projects simultaneously.	✓	
Enthusiasm and commitment to inclusive and socially engaged arts practice and working with communities in Medway & Swale to develop creative opportunities.	✓	
Experience of building and maintaining positive relationships with a range of groups and individuals (e.g. community members, artists, colleagues and/or partner organisations).	✓	
Excellent budgeting and financial monitoring skills.	✓	
Excellent project management skills, including experience of risk assessments, event management plans and health and safety procedures.	✓	

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Experience or Quality	Essential	Desirable
Understanding of best practice in safeguarding for children, young people and vulnerable adults (or willing to learn).	✓	
Understanding of GDPR and confidentiality (or willing to learn).	✓	
Interest or experience of working on arts and wellbeing projects.		✓
An awareness of the Creative People and Places Programme, the Arts Council England funded programme that is the principal funder of Ideas Test.		✓
We use public transport where possible, but current driving licence and access to a car might be useful. Some of our settings are not served well by public transport and this role will be required to travel independently across our geography.		✓

HOW TO APPLY

Deadline for applications is 5pm, Monday 4th November
Interviews will be held w/c 11th November

Please send a CV, a completed [Equal Opportunities Monitoring Form](#) and a brief covering letter (no more than two pages of A4) setting out why you're the best person for the position and what you may be able to contribute, for the attention of: Tracy Brunt by email (tracy@ideatest.co.uk) or by post to: Ideas Test, Room 5, 5a Community Hub, 5a New Road Avenue, Chatham, Kent, ME4 6BB

Thank you for taking the time to read this job description. Should you have any questions about the project or the role, please feel free to contact Tracy by email tracy@ideatest.co.uk.

We look forward to receiving your application.



Ideatest.org.uk