



NORFOLK & NORWICH FESTIVAL

**Festival Connect & Create
Senior Producer**

Norfolk & Norwich Festival shares exceptional arts experiences across East Anglia. We lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.



Dear Applicant

Thank you for your interest in this role at Norfolk & Norwich Festival. We are looking for a Senior Producer to support Norfolk & Norwich Festival's Connect & Create team in the development and delivery of the Festival's creative engagement initiatives.

This is an exciting opportunity to devise, deliver and evaluate projects and programmes of activity in support of creative engagement with a special focus on place-based partnerships to improve the cultural offer for children and young people and their communities in the Levelling Up For Culture Places in East Anglia.

The Festival programme encompasses many different art forms, it is contemporary, international and for everybody. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. FC&C is a year-round initiative across East Anglia (Norfolk, Suffolk, Cambridgeshire and Peterborough).

Norfolk & Norwich Festival welcomes applicants from a wide mix of people. We are really interested in hearing from people who possess transferable skills and have experience working with artists in community settings. We also welcome applicants from a wide mix of people because we want our workforce to be inclusive of people from a diverse range of backgrounds. We are therefore particularly interested in receiving applications from people who identify as disabled, people from culturally diverse backgrounds and people from socio-economic backgrounds that are currently under-represented in the arts.

All the information you need about the post and the application procedure is provided in the accompanying documents. If you have any questions about the post feel free to email me via Sava Radulovic, Office Manager on sava.radulovic@nnfestival.org.uk. The deadline for applications for the post is 10am on Monday 15 April 2024. Interviews are planned for the week beginning 22 April 2024.

If you are interested in working for us and believe this job suits you, I encourage you to apply.
Best wishes,

A handwritten signature in dark ink, appearing to read 'Daniel Brine'.

Daniel Brine
Artistic Director and Chief Executive



PROGRAMME PRINCIPLES

- **Art relevant to today**, blurring the boundaries between art forms and between art and everyday life.
- **'Festival spirit'** which we bring to our work to celebrate, to share cultural experiences and to bring our community together
- **Questions and actions about a changing world**, with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability

OUR GOALS ARE...

- To have more people experience and value the arts
- To hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences
- To be a champion for excellence in our cultural offer for all children and young people
- To be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond.
- To be socially responsible, committed to questions and actions about a changing world
- To have a stable and adaptive business structure with diverse income streams.

NORFOLK NSM NORWICH FESTIVAL

Festival Connect & Create Senior Producer

Hours:

37.5 per week

Full time, permanent

Salary:

£32,000 per annum depending
on experience

Closing date:

10am, Monday 15/04/24

Interviews:

Week beginning 22/04/2024



Introduction



Festival Connect & Create (FC&C) is a Norfolk & Norwich Festival initiative to support creative engagement with a special focus on improving the creative and cultural offer for children and young people in East Anglia (Norfolk, Suffolk, Peterborough and Cambridgeshire).

FC&C draws together the legacy of ten years of Festival Bridge and the Festival's Creative Learning activities. It is designed to enable us to lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.

FC&C activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. We believe in the value of creative and cultural participation to develop creative potential and support social, cultural and economic wellbeing.

FC&C is a sector-leading strategic programme of activity supporting the creativity journeys of children and young people from early years, through school to creative careers.

FC&C is instrumental in Norfolk & Norwich Festival's partnership working to support creativity in communities in Levelling Up for Culture areas.

Festival Connect & Create launched in April 2023 and delivers:

- Advocacy and knowledge exchange around the creative and cultural offer for children and young people in East Anglia.
- Three key networks for peer support and professional development, which support the creativity journeys of children and young people across East Anglia. The networks are for:
 - Educators who are champions of cultural activity in schools
 - Artists who work in schools, informal learning settings and participation.
 - Young people who are active in youth cultural activity
- Advocate for Local Cultural Education Partnerships including support for leaders and sharing of best practice
- An artists-in-schools residency programme.
- Placed-based producing, seeding activity and working in partnership with organisations and communities in the Levelling Up for Culture Places in East Anglia to deliver unique engagement projects.
- A Bursary scheme for Artists and Young Creatives
- A year-round volunteer programme.
- Participation projects as part of the Norfolk & Norwich Festival.

The work of the FC&C senior managers/producers is allocated into three areas:

Creative Leaders, Creative Schools and Creative Places. Under the direction of the Head of Festival Connect & Create, this role leads the delivery of the Creative Places functions. All three areas are designed to be mutually supportive as part of a wider organisational and cultural ecology.



Role & Responsibilities



Reports to: Head of Festival Connect & Create

Responsible for: Festival Connect & Create Producer
Freelance contractors as required

- Support the Head of Festival Connect & Create to devise, deliver and evaluate the Festival Connect & Create programme of activity.
- Devise, deliver and evaluate place-based projects and programmes of activity in support of creative engagement to improve the cultural offer for children and young people and their communities across East Anglia, taking lead responsibility for:
 - Placed-based producing, seeding activity and working in partnership with organisations and communities to deliver unique engagement and participation projects with a focus on Levelling up For Culture areas.
 - Delivery of participation projects (excluding schools) as part of the Norfolk & Norwich Festival
- Work closely with the AD/CEO and Head of Festival Connect and Create, to agree all artistic appointments and projects.
- Line Manage and oversee all project management and administration tasks needed to deliver participation and engagement projects by the Festival Connect & Create Producer.
- Under the direction of the Head of Festival Connect & Create and in collaboration with the Festival Connect & Create Senior Manager and Festival Connect & Create Senior Creative Learning Manager instigate, build and/or manage key stakeholder relationships nationally and in East Anglia with organisations and individuals with shared ambitions. These include cultural organisations, education providers, Arts Council England, cultural education related networks, Music Education Hubs, Local Authorities, Local Enterprise Partnerships, and other cross-sector, non-arts partners
- Collaborate with all members of the Festival Connect & Create team to devise, deliver, communicate and evaluate networks, projects and programmes of activity which support the creativity journeys of children and young people across East Anglia.
- Collaborate with the Festival Connect & Create Senior Creative Learning Manager whose role is to devise, deliver and evaluate networks, projects and programmes of activity which support the creativity journeys of children and young people across East Anglia with a focus on creative engagement in education settings.
- Where appropriate, represent NNF at Local Cultural Education Partnership (or similar) meetings.

Role & Responsibilities cont.



- In collaboration with and under the direction of Head of Festival Connect & Create work closely with other NNF teams to ensure a cross-organisation approach, including drawing on: the artistic leadership of the Artistic Director and Chief Executive (AD/CEO); the leadership and expertise of the Communications & Development team in data management, digital and print marketing, fundraising, etc; and the leadership and expertise of the Production & Programme team in event delivery, health & safety, contracts etc.
- Deputise, where necessary, for the Head of Festival Connect & Create at meetings and events as necessary.
- As directed by the Head of Festival Connect & Create, contribute to NNF's research of creative engagement with a focus to improve the cultural offer for children and young people. Where relevant, contribute to the sharing of research across the sector.
- As directed by the Head of Festival Connect & Create, manage parts of the Festival Connect & Create budget. Monitor income and expenditure, ensuring timely and efficient use of resources. Provide the Head of Festival Connect & Create with reports/updates as required.
- Prepare reports – narrative, analytical and financial – as required to the Head of Festival Connect & Create to be shared with staff, Board, stakeholders, funders and partners.
- Be an advocate for Norfolk & Norwich Festival and represent the organisation at events and networking opportunities as appropriate.
- Ensure knowledge of sector developments is communicated effectively across the wider NNF team.
- Act as Deputy Designated Safeguarding Person for the organisation.
- Undertake training as identified and agreed with the Head of Festival Connect & Create and/or General Manager, which might include health and safety, safeguarding and first aid training.
- Undertake any other duties which might reasonably be deemed to be within the status of the job and appropriate to the post.
- Carry out all duties in accordance with appropriate internal and statutory procedures, including our environmental policy.
- Adhere to Norfolk & Norwich Festival's employment policies and procedures including those for Safeguarding Children and Adults at Risk, Equal Opportunities and Health and Safety.



Person Specification



Essential

- Experience of working in the cultural and/or cultural education sector.
- An understanding of artistic practices and experience of working with artists and creative practitioners and organisations.
- Excellent written and verbal communication skills.
- Experience of successfully developing programmes of activity to meet strategic objectives.
- Experience of devising and delivering programmes of activity for a range of audiences and communities including children and young people.
- Experience of working with / supporting the development of children and young people.
- Experience of budgeting and budget management.
- Experience of preparing qualitative and quantitative reports.
- Understanding the importance and use of digital communication platforms.
- Experience of building, developing and maintaining strategic and creative cross-sector partnerships.
- Experience of working with a broad range of stakeholders.
- Experience of managing staff.
- An understanding of the UK arts and cultural ecology.
- An understanding of the UK creative and cultural education ecology.
- A commitment to equality, diversity and inclusion in artistic and learning programmes.
- An understanding of Safeguarding.

Desirables

- Knowledge of the cultural and/or educational ecologies across East Anglia.
- Experience of working with/in an Arts Council England regularly funded organisation.
- Experience of developing and preparing grant applications.
- Professional contacts in the cultural and/or educational ecologies.
- Established network of contacts in communities across the counties of Norfolk, Suffolk, Peterborough or Cambridgeshire.

NNF staff are expected to be



- Team players
- Good communicators, using appropriate means in effective ways.
- Flexible and proactive in their approach to work.
- Willing to learn and develop.
- Able to manage their own workload with minimum supervision.
- Able to remain calm under pressure.
- Reliable time-keeping with a good attitude to attendance.
- Committed to equality in the workplace.
- Computer literate, including possessing basic word processing and spreadsheet skills.



Further Information



Equal Opportunities

Norfolk & Norwich Festival is committed to a policy of equality of opportunity in its employment practices. Norfolk & Norwich Festival is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete the Equal Opportunities Monitoring Form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

Annual Leave

Full-time entitlement for permanent staff is 28 days holiday per year, in addition to bank holidays.

Pension

Norfolk & Norwich Festival operates an auto enrolment pension scheme.

Travel

You will be required to travel throughout the region, sometimes in rural and isolated areas, nationally and internationally. Travel expenses will be reimbursed on the basis of the cheapest available public transport fare or at the appropriate rate for mileage established by Norfolk & Norwich Festival.

Hours of Work

5 days (37.5 hours excluding breaks) per week. Core working hours are 10am to 4pm with a lunch break taken between 12 noon and 2pm. You should agree your working pattern to enable you to work your contracted hours with your line manager. The nature of the position means some evening and weekend work, for which Norfolk & Norwich Festival does not make overtime payments. Time off in lieu may be available for out of hours working at the company's discretion.

Place of Work

The place of work will be the Festival's offices in Norwich Guildhall, a grade I listed building in central Norwich, and as required by NNF at such other places where the organisation carries on its proper business. The Festival uses a variety of venues throughout Norwich and Norfolk for performances and events.

Notice Period

One weeks notice in writing on either side during the probation period. This increases to three months once the appointment is confirmed.

Special Conditions

The post has been identified as being exempt from the Rehabilitation of Offenders Act (1974) due to the nature of the work undertaken. The post therefore requires a Disclosure & Barring Service Check (previously Criminal Records Bureau), a requirement for the protection of children and vulnerable adults.



How to apply



Application Procedure

Application is by the completion of Norfolk & Norwich Festival's Application Form (a CV may be attached, in addition, if desired) which should be emailed to sava.radulovic@nnfestival.org.uk, along with a completed Equal Opportunities Recruitment Monitoring Form.

Applications can also be posted to:

Sava Radulovic
Norfolk & Norwich Festival
Norwich Guildhall
Gaol Hill
Norwich, NR2 1JS

Please mark your envelope **PRIVATE AND CONFIDENTIAL**, ensuring that you have used sufficient postage.

For the supporting statement in section 3 of the application form, we encourage you to use examples to demonstrate how your skills and experience meet the criteria in the person specification.

Applications submitted without a completed application form (i.e. CV only) will not be considered.

If you require the forms in large print or would like a paper copy posting to you please contact sava.radulovic@nnfestival.org.uk.

If you would rather submit section 2 and 3 of the application form by video, please use a common format such as MOV, MP4 or AVI and submit this alongside your application.

Deadline

The deadline for receipt of applications is 10am, Monday 15 April 2024. No applications can be considered after the closing date.

Interviews

We anticipate that interviews will take place during the week of 22 April 2024. Please advise us if you are unavailable at this time.

Applicants will be notified if they have been shortlisted for interview by April. Whilst we would like to be able to contact all unsuccessful applicants, with the volumes of applications received that is not always possible.





Norfolk & Norwich Festival

Norfolk & Norwich Festival (NNF) shares exceptional arts experiences across East Anglia. Through our two main activities – the Festival and Festival Connect & Create – we lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.

Norfolk & Norwich Festival takes place in Norwich and around Norfolk each May. The Festival programme is multi-artform, contemporary, international and audience centred. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. We support life-long creative engagement and have a focus to improve the cultural offer for children and young people. Our networks connect teachers, artists, young people and Local Cultural Education Partnerships. We undertake place-based collaborations which give local communities a creative focus and contribute to social renewal. FC&C is a year-round initiative across East Anglia (Norfolk, Suffolk, Cambridgeshire and Peterborough).

All of our work is underpinned by our 'programme principles' – our embrace of:

- art relevant to today, blurring the boundaries between artforms and between art and everyday life.
- 'festival spirit' which we bring to our work to celebrate, to share cultural experiences and to bring our community together
- questions and actions about a changing world, with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability

Norfolk & Norwich Festival's goals are:

- to have more people experience and value the arts
- to hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences
- to be a champion for excellence in our cultural offer for all children and young people
- to be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond
- to be socially responsible, committed to questions and actions about a changing world
- to have a stable and adaptive business structure with diverse income streams.

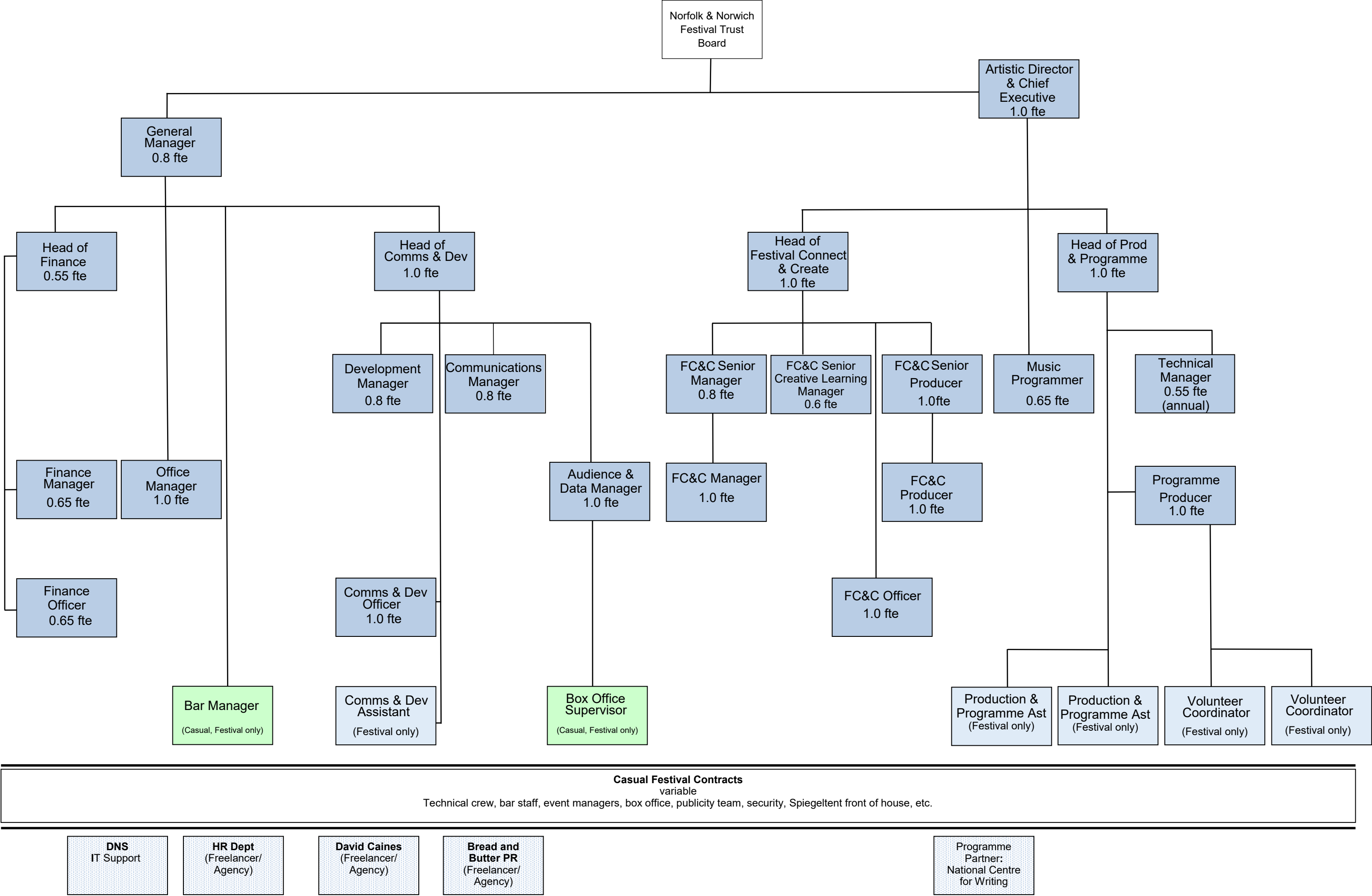
All of our work is underpinned by our core values, which are to be:

Creative	We champion artistic excellence and value creativity in everyone.
Curious	We explore and reflect the changing social and physical contexts in which we live.
Inclusive	We are respectful of the diversity and difference of people and their views and values.
Collaborative	We work with artists, communities, peers, partners and stakeholders to achieve common goals.
Strategic	We balance artistic and social ambition with a sustainable business.

Norfolk & Norwich Festival is an Arts Council England National Portfolio Organisation and financially assisted by Norwich City Council and Norfolk County Council. Our annual turnover is around £2.25 million each year. We are a registered Charity.

nnfestival.org.uk

Norfolk & Norwich Festival Organisation Line Management Structure





How we use your data for recruitment purposes

Background

This privacy policy covers how we, Norfolk & Norwich Festival Trust, collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our commitment to job applicants

We believe in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection Regulation requirements.

The information we collect may cover the following:

- contact information (name, address, phone number and email address)
- information from CV, application form or covering letter (education, skills and qualifications)
- psychometric tests
- health records (such as health questionnaires) where required as part of the role
- occupational health reports (if higher level screening is required for role) with access to medical records consent being given by the applicant
- Disclosure and Barring Record where a requirement for the role
- references from the named referees that the applicant provides and only with the applicants' consent.
- visa and proof of the right to work in the UK documents, such as a copy of or details from your passport
- employment records (including job titles, work history, working hours, training records and professional memberships)
- salary, annual leave, pension and benefits information
- access to your DVLA portal and details you supply of your car insurance where relevant.

We may also collect, store and use "special categories" of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions, in addition to information about any criminal convictions and offences.

Purpose of data collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Company, and to check that you are entitled to legally work in the UK. We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from selected background check agencies; for example, where appropriate to the role we may ask for DBS checks to be undertaken. Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way to carry out our obligations to ensure those recruited are suitable to deliver our work, for example compatible with our safeguarding procedures

How the information is held.

Most information is transmitted by email and is stored on our computers, and our paper based filing. We use a secured server which supports our email servers and any cloud-based file storage system. All this information can only be accessed by authorised staff within our Company. Our



staff are trained to understand the importance of keeping personal data secure. Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on unsuccessful candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely disposed of and computer records deleted. Only if we have asked, and you have given your consent, then we will continue to hold your data beyond six months for an agreed period.

The information on successful candidates will be held on your personnel file for a period of at least 6 years following the termination of your employment; some personal financial data will be destroyed after 2 years; Health and Safety information must be held for a minimum of 40 years.

Disclosure

We may disclose selected information for the purpose of obtaining references. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: to request access to your personal information; **request correction** of the personal information that we hold about you; **request erasure** of your personal information; **object to processing** of your personal information where we are relying on a legitimate interest; **request the restriction of processing** of your personal information; **request the transfer** of your personal information to another party and the **right to withdraw consent**.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to Brenda Seymour, General Manager, who has responsibility for Data Protection within our Company stating the details of your complaint. We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 72 hours and we aim to resolve any complaint within 21 days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office (ICO). If you are not satisfied by our response you may complain to the ICO.

Reviewed by Brenda Seymour and Gemma Layton, 17 December 2019