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**Opportunity for a freelance Creative Producer**

**Role duration: 3 months; start date 18 January, 2021**

**Please note: this application is open to all West Midlands creatives but we will prioritise those who live in Sandwell and the Black Country.**

Multistory is developing a digital, community engaged arts programme as part of the Wednesbury High Street Heritage Action Zone (HSHAZ), funded by Sandwell Council and Historic England, to take place between January 2021 and March 2021. To do this, we will co-produce a creative programme that explores Wednesbury’s past, present and future with local partners, groups and artists. The ambition of the project is to inspire people to engage with the heritage of Wednesbury high street and conservation area and to encourage more people to use the high street as a social and cultural space.

The programme, ‘Digital High Street Stories’, is designed to harness and develop local people’s talents and creativity and some of the project outcomes and outputs will be curated and produced into an online, interactive map of the Wednesbury HSHAZ conservation area.

Multistory is looking for a Creative Producer to manage and oversee the digital community engagement programme which is made up of 9 digital projects that harness and develop local people’s talents and creativity. The role involves working closely with 12 artists and a range of community groups. Programme delivery and outcomes will take place online due to Covid-19 restrictions so we are particularly seeking someone who is interested in exploring new methods of community engagement using social and digital platforms. Given the pandemic, and the short time frame of this project, you will need to be able to work remotely and send images/audio/content digitally.

See the ‘How to Apply’ section and key dates on page 3.

We are seeking applications from artists regardless of age, gender, ethnicity, disability, sexuality, religion and/or belief. We particularly encourage applications from those who identify barriers to their practice and with lived experience of inequality.

**Key Responsibilities**

1. Work with the Multistory team and 12 artists to plan, develop and deliver the community engaged digital programme.
2. Set up effective ways of delivering the programme and communicating with participants, groups, artists and team members using digital and social media platforms eg. Zoom, Teams, Facebook, email, and ensure there are accessible methods of engaging for everyone and that safeguarding measures are in place.
3. Bring creative ideas to inform the content and delivery of the programme.
4. Take the lead to support, direct, inspire and manage the artists and the community groups in the delivery of the programme.
5. Design, manage and maintain a delivery framework, arrange workshops and activities for the community groups and direct the artists to deliver the work.
6. Work with the Multistory Project Co-ordinator and the artists to manage, document and translate the content for use in the interactive map
7. Curate and produce some of the programme outcomes for use on social media platforms (eg.Twitter, Instagram, IGTV, You Tube).
8. Design and manage a public engagement programme eg. online talks / workshops for the public.
9. Ensure that all participant consent, data and monitoring collection is undertaken in line with Multistory’s policies and procedures.
10. Work with the Multistory team to evaluate the programme.
11. Support Multistory to reach our goals with regards to equality and diversity, access and inclusion.

**Required Skills and Experience**

1. Project management and co-ordination skills.
2. Experience of leading a team of creatives and collaborators.
3. Experience of motivating artists and participants.
4. Experience of working with community groups.
5. Ability to communicate with a wide range of people, including communities, stakeholders and partners.
6. Confident in filing and indexing content on either Dropbox or Google Drive.
7. Experience in sending image and video files.
8. Experience of using digital / social media platforms.

**Personal Qualities and Values**

We are a committed equal opportunity employer and we celebrate diversity in all its forms. You will be expected to share the qualities and values listed below.

* A commitment to equality, diversity, accessibility and inclusion.
* A passion for the arts and creativity.
* A commitment to collaborative working and co-production.

**How to Apply**

Send a **written proposal** (max two sides of A4) outlining your ideas; what excites you about the programme of work; what relevant skills and experience you can bring to the role; how your practice/way of working would inform the role; and if relevant what your relationship is to Sandwell and/or the Black Country.  If you prefer you can send a sound recording or video proposal instead (max 5 minutes). Feel free to send us examples of your work (e.g. photographs, audio, film, a website link, text or other documentation).

Please provide **two references** (or names and email addresses for two referees)and please complete and return the **monitoring form.**

The Monitoring Form and background information to the project can be downloaded here:<https://multistory.org.uk/opportunity/creative-producer/>

Email your proposal, along with the monitoring form, to info@multistory.org.uk with **Creative Producer**in the subject line, along with your name, address, email and mobile number.

If you’d like to talk with someone in the team about the project or the role before you apply, please email caronwright@multistory.org.uk Please also let Caron know if we can do anything to make the application process more accessible for you.

**Key dates for your application**

The deadline for getting your application to us is Friday 11 December 2020, at 10 am and, if you’re shortlisted for interview, we’ll let you know on Friday 18 December and the interview will take place on Tuesday 5 January, 2021 (time TBC).

Interviews will be with Multistory’s Director and Project Manager and a Community Representative via Zoom. We will send you the interview questions in advance of the interview, so that there is time for you to prepare.

If we offer you the position, we’ll inform you by Friday 8 January 2021, and we would like you to start w/c Monday 18 January.

**Contract for Services**

This is a freelance position and you will be responsible for making your own tax and NI contributions.

We require an average of 3 days a week @ £200.00 per day) between the start date and mid-April, 2021; you will need to be flexible in order to work with the artists and the community groups and to meet regularly with Multistory staff (all online) and this may include some evening and/or weekend work.

Due to coronavirus restrictions, we expect that the majority of the work will be carried out digitally but there may be times when we ask you to join face to face team, community and / or partner meetings (which will be Covid secure).

Multistory, 16 November, 2020