

TERRESTRIAL

Executive Producer – Application Pack



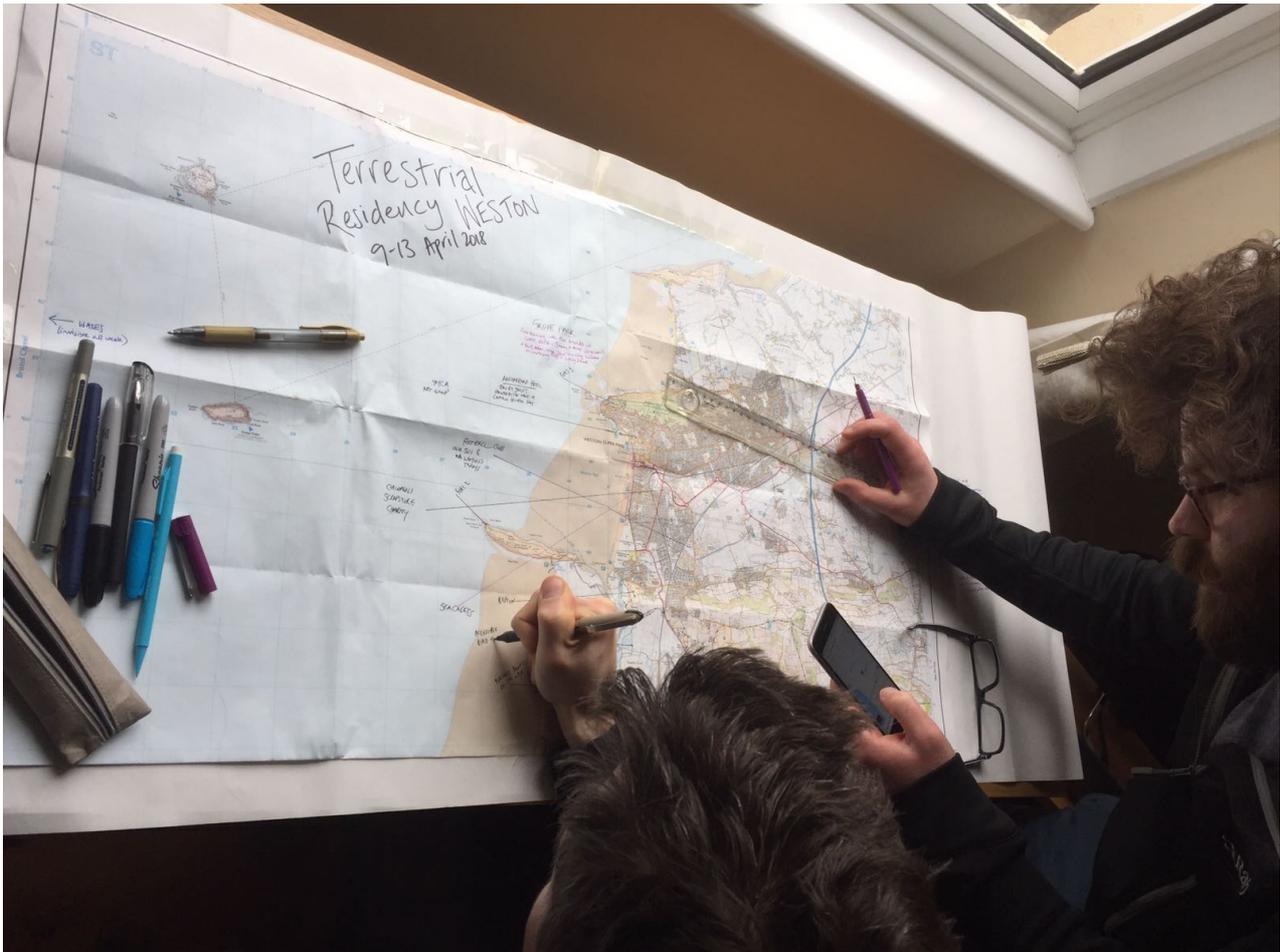
TERRESTRIAL

TERRESTRIAL is a new producing organisation dedicated to socially engaged arts projects, community events and wild adventures in the Avon region. Our patch is made up of the four counties of North Somerset, Bristol, South Gloucestershire, and Bath & North East Somerset.

You could describe TERRESTRIAL's approach as a nomadic 'Town of Culture' for Avon. Each year, in a single town or area, we will commission and produce a range of bold, socially engaged arts projects - which could involve music, dance, storytelling, sculpture, podcasts, games and more. Each project we help to produce will be co-created by an innovative artist or company and an existing local group: a school, a social club, a charity, a group of residents.

We want to provide opportunities for people living in, working in, and visiting the region to create and share extraordinary experiences. We're particularly keen to collaborate with people outside city centres, with people facing barriers that make it harder for them to access cultural events, and with people who have been led to feel that the arts are 'not for them'.

We believe that artists are great instigators: they are often brilliant at sniffing out underground stories, asking difficult questions, or getting the party started. We want to support artists to take risks, develop skills and learn from these experiences.



OUR STORY SO FAR

TERRESTRIAL was founded by Tom Spencer. Tom is a producer and artist based in Bristol. He's previously organised shows and events – with Verity Standen, Fine Chisel and others – in pubs, schools, farms, festivals, warehouses, castles, village halls and town centres, across the UK and internationally.

The company began with an extensive research project, through which a team of producers, artists, thinkers and stakeholders worked with Tom to explore the potential for a new organisation that could support ground-breaking arts projects in the region.

As part of our research, we hosted a series of artist residencies - opportunities for experienced practitioners to explore the region and help us to develop our ideas about how best to work in these unique places. With these artists, we set about meeting a range of local groups: we joined gardening sessions and litter picking walks, coffee mornings and community lunches, craft clubs and sports teams; and we chatted to local councillors and youth workers, small charities and independent businesses. Some of the brilliant artists who helped us on this journey were: Nigel Barrett & Louise Mari, John Norton, Clare Reynolds, Common Wealth, Mark Storer, Ania Varez, Daniel Bye and Megan Clark-Bagnall.



WESTON-SUPER-MARE

TERRESTRIAL's first programme will take place in Weston-super-Mare, North Somerset's largest coastal town, starting this autumn. Weston has a lively and fast-growing population (set to be larger than Bath's in just a few years), loads of brilliant community activity, and an inspiring natural landscape less than half an hour on the train from Bristol. It's also a deeply divided town, with some neighbourhoods that are amongst the most deprived in the southwest, and life expectancy that varies by more than a decade from one area of town to the next.

We have secured funding from Arts Council England, the TSDS Trust, and Jerwood Charitable Foundation to pilot TERRESTRIAL's model in Weston. Over the course of a year, we will commission and produce a series of year-long socially engaged arts projects, across a range of artforms and scales. Each project will be co-authored by an innovative (inter)national artist and an existing community group in Weston.

We will establish a temporary base in series of empty units in the Sovereign Centre, Weston's central shopping arcade. Through our research, we learned that there is a chronic lack of space for artists in the town. So, alongside our office, we will steward free community studios for anyone in Weston who would like space to develop their work. This is possible thanks to a close partnership with North Somerset Council.

At the end of our year in Weston, we will produce a festival of the projects we have commissioned – sharing the work of community groups, artists and studio residents with the town and visitors from the wider region and further afield.

EXECUTIVE PRODUCER

This is a new senior role, which begins as TERRESTRIAL moves from a research phase into its full public launch. We're heading out into unknown territory, and we need a navigator: an experienced cultural leader who can help us assess the terrain, make sure we are prepared for all eventualities, and guide us towards wild and wonderful places.

We are looking for somebody who can lead both strategy (helping to design our model and programme) and administrative management (setting up and overseeing our financial and operational systems).

Broadly speaking, the Executive Producer will be responsible for managing the *company* while the Director manages *projects* – with additional freelance staff brought in to support this core pair where necessary. But as this is a new venture there is likely to be a lot of flexibility while the organisation grows, and we are looking for someone who is excited by straddling roles and responsibilities.

Across our first full year of activity, TERRESTRIAL plans to:

- Commission and produce four major year-long participatory projects.
- Instigate a series of smaller, responsive projects that emerge out of conversations with community groups and artists.
- Produce a small festival of these projects in Autumn 2019.
- Manage free temporary artist studios from our base in a series of empty shop units.
- Fundraise for the future life of the organisation.

This position is for one year, fixed term. There will very likely be further senior opportunities at TERRESTRIAL once funding is secured for the next stage of our work.

Responsible to Director, Board of Trustees
Responsible for Freelance staff

Responsibilities

Listed below are the strategic, management and administrative tasks that we believe are essential for the set-up and running of the organisation, to be led by the Executive Producer. However, we expect the Director to take an active role in some of these tasks and, in turn, for the Executive Producer to play a part in creative tasks: instigating projects, collaborating with artists and community groups, developing marketing materials etc. The exact balance of responsibilities will be worked out with the appointed person.

Strategy

- Designing and building systems for successfully running the organisation: staffing, contracting, accounting and governance.
- Creating and managing budgets and schedules that make best use of time and resources across multiple simultaneous projects.
- Future planning: legacy work in Weston and future focus towns.

Financial Management

- Managing cashflow, financial record-keeping, invoicing and credit control.
- Managing TERRESTRIAL's payroll and reporting to HMRC.
- Preparing management accounts for quarterly board meetings.

Company Management

- Managing the recruitment and training of new staff members (including freelance workers).
- Managing TERRESTRIAL's pension scheme.

Fundraising

- Researching new approaches to fundraising from a diverse range of sources.
- Contributing to funding applications for project-specific grants, ongoing core costs and company growth.

Governance and Legal

- Reporting necessary information to Companies House and (in due course) the Charity Commission.
- Preparing and distributing board papers.
- Contracting anyone working with TERRESTRIAL.
- Negotiating and purchasing any necessary insurances for TERRESTRIAL's work.

Stakeholder Management

- Developing relationships and reporting on our work to Avon's four local authorities, especially North Somerset Council (landlords and funders for our work in Weston).
- Reporting to Arts Council England on TERRESTRIAL's pilot activities and subsequent plans, in line with current grant agreements and future ambitions.
- Reporting to other funders and stakeholders as appropriate.

Studios Management

- Ensuring that everyone sharing our space is welcomed and looked after.
- Managing insurance and health and safety requirements of the community studios.
- Overseeing management of the space by committee of members once a group is established.

Person Specification

You believe in the power of collective art-making. You ask the big questions. You ask the little questions. You are a confident leader and natural team player, but you are also happy to work through issues methodically on your own.

You are excited by building things from scratch. You love designing systems. You are patient and generous – with artists and their ideas, with potential participants who may not feel immediately welcome, with stakeholders who need convincing. You are a galvanising force in forming partnerships and fostering support.

You take responsibility. You know that admin can't be overlooked. When multiple projects are bubbling, and scores of wild ideas are flying around, you are the person who makes sure it's all going to work.

Essential

- A passion for the arts and social change.
- Highly organised and self-managing.
- At least three years' senior management experience in the arts or a complementary sector.
- Experience of organisational strategy and developing new ideas and systems.
- Experience of fundraising (from some or all of: Arts Council England, Local Authorities, Trusts and Foundations, Individual Giving, Business Sponsorship).
- Experience of creating and managing complex budgets and cashflow.
- Experience of contracting and managing people.
- Excellent communication skills, with experience of sharing ideas with diverse groups of people.
- Knowledge of Microsoft Office (especially Word and Excel).

Desirable

- Experience of participatory arts practice as an artist or facilitator.
- Extensive knowledge of the UK independent arts sector, especially socially engaged work.
- Experience of programming events, venues or festivals.
- Knowledge of company/charity law and accounting.
- Knowledge of accounting software.
- Knowledge of the regional arts environment.
- Experience of other sectors, especially charity, education, social work or local government.
- Experience managing volunteers.
- Other IT skills (eg. website management, Adobe suite).
- Full, clean driving licence.

DETAILS

Deadline for applications	Monday 8 th October, 10am
Start Date	ASAP
Duration	1 year, fixed-term
Probationary period	3 months
Hours	22.5 hours per week (3 days) Arranged flexibly between Executive Producer's availability and project schedules Some evening and weekend working will be required
Holiday	17 days
Location	Weston-super-Mare (projects, temporary office) Bristol (strategy, board meetings etc.)
Salary	£38,000 pro rata

TERRESTRIAL is an equal opportunities employer. We recognise the value of diversity in the workforce and actively encourage applications from those with less visibility in the arts.

To apply, please send a CV and covering letter (preferably as a single PDF, maximum 4 pages of A4 total) outlining your skills and relevant experience to recruitment@terrestrial.org.uk with the subject line 'Executive Producer'. Please include details of two referees.

We welcome applications that detail this information in other forms (eg. video); please contact us if you have any questions.

If you would like to have an informal chat about the position, or have any queries about the role or the application process, please contact Tom Spencer on hello@terrestrial.org.uk

Images:

Mark Storor preparing a beach tea party on TERRESTRIAL residency (photo Tom Spencer)

Mapping Weston (photo Ania Varez)

Weston panorama (photo Paul Blakemore)