

## Social Practice Programme Producer (Maternity Cover) - Job Description/Person Specification

<b>1. Post</b>			
Post:	Social Practice Programme Producer (Maternity Cover)		
Contract:	2.5 days a week - temporary 10 month contract (Dec 2020 - Sep 2021)		
Salary:	£22,000 (£9,166 pro rata)	Closing Date:	25.10.20
Benefits:	11 days annual leave (25 days annual leave pro rata)		
<b>2. Supervisory responsibilities/position in structure</b>			
Responsible to:	Social Practice Programme Manager		
Responsible for:	N/A		
<b>3. Main function of job</b> (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)			
<p>The Social Practice Programme Producer will be responsible for producing a series of live and in development socially engaged photography residencies across 10 settings. The role will include delivering an annual main gallery exhibition / labs, as well as a series of off-site exhibitions with community partners.</p>			
<b>4. Main duties</b>			
Duties/Responsibilities			

### **Programme Management**

- Lead responsibility for management of our social practice residency projects
- Lead contact for artists on social practice residency projects, including occasional hands on delivery support as and where needed on specific projects.
- Lead contact for all current community and cross sector project partners (both live projects and those in development) including:
  - Novus Prison Partner (live project)
  - Community Integrated Care (one live project and one project in development)
  - MyClubmoor (live project)
  - GLOW, Wirral Creative Youth Development (live project)
  - Wirral Women - independent group from Wirral Change and Tomorrow's Women's Wirral (live project)
  - Creative Health Initiative Runcorn (live project)
  - NHS Merseycare (Project in Development)
  - Environmental Artist in Residency programme (Project in Development)
  - Knowsley Borough of Culture (Project in Development and TBC funding)
- Collate documentation, monitoring and evaluative data related to all programmes of work to support the Social Practice Programme Manager to report to stakeholders and board
- Coordinate bi-annual partner meetings to support evaluation framework and development alongside Director and Social Practice Programme Manager

### **Programme Delivery**

- To deliver the annual Socially Engaged Photography exhibition programme within Open Eye Gallery space and off-site location in Runcorn (January - March 2021)
- Delivery of up to two additional off-site exhibitions with community partners (dependent on progress of each project during Covid period)
- To deliver a live week online programme with TATE Exchange (February 2021)
- To work alongside OEG team to deliver a Socially Engaged Photography training programme (Crossing Sectors #2) (Running up to March 2021)
- Support the Operations Coordinator / Social Practice Programme Manager maintain and monitor budgets for projects
- Liaise with HR department and Creative Producer to ensure that CYP and vulnerable adult programmes comply with best practice safeguarding policies
- Deliver up to two 'artist sharing lab' events with programmed artists over the course of the year (closed sessions for artists to share their projects and progress to date)

### **Partnership and Collaboration**

- Maintain strong strategic community partnerships (as listed above)
- Support Director to develop connections and partnerships with key organisations to help further current and future collaborative working, particularly with environmental partners.

### Strategic Working

- Represent and champion OEG and the programme at relevant networks & steering groups and at national and international events
- Work with staff to further embed co-authorship and community engagement as a core into the organisation
- Work with MA Socially Engaged Photography students and other HE students and partners to champion and support talent development and opportunity in SEP practice

\*Please note as part of this position there is an opportunity to deliver a term's teaching between End of January - End of May 2021 on the *Developing your Approach Socially Engaged Photography* module with the University of Salford (for an additional 36 hours work with the University). This is not an essential requirement of the post but please specify in your application if you would be interested and your relevant experience if so.

### 5. Requirements to carry out job

Essential or desirable indicated against each requirement	E	D
Proven experience of producing or managing arts projects involving multiple stakeholders	√	√
Experience of delivering projects with communities	√	
Knowledge of socially engaged arts practice	√	
Experience of working with artists / photographers		√
Knowledge and experience of working with photography		√
Experience of developing exhibitions with curators / venues	√	
Proven experience of managing budgets		√
Excellent communication skills	√	
Experience of coordinating evaluation	√	
Knowledge and experience of safe-guarding and working with children and vulnerable people	√	
Ability to work independently and as part of a team	√	
High level of IT skills	√	
Experience of supporting learning programmes	√	
A positive disposition with the ability able to stay motivated and focused		

## 6. Application Details

A **job description** can be downloaded from our website here: [openeye.org.uk/opportunities](https://openeye.org.uk/opportunities)

To apply, please submit the following information to [jobs@openeye.org.uk](mailto:jobs@openeye.org.uk):

1. CV
2. Cover letter detailing any relevant experience in relation to the Job Description
3. Equal Opportunities Monitoring Form (<https://forms.gle/qzWYqz94oeFpXdR66>)

Email: [jobs@openeye.org.uk](mailto:jobs@openeye.org.uk)

Post: Open Eye Gallery, 19 Mann Island, Liverpool Waterfront, Liverpool, L3 1BP.

We strongly encourage applications from all backgrounds, and we fully recognise the value of a team that is made up of diverse skills, experiences and abilities. We are particularly keen to hear from people of colour, and those living with disabilities.

**Closing Date: Sunday 25 October at Midnight. Interviews to take place on Friday 6 November, over Zoom. Please let us know in your application email if you have any specific access requirements.**