

CREATIVE PRODUCER – OPPORTUNITY

PEER TO PEER: UK/HK DIGITAL EXCHANGE PROGRAMME

Open Eye Gallery

OPEN EYE GALLERY

Summary

Open Eye Gallery, in partnership with the University of Salford Art Collection is seeking a Creative Producer to manage, develop and co-ordinate an online programme of exchange between visual arts organisations in the UK and Hong Kong, which includes a digital festival scheduled for early Autumn 2022.

Duration: From Oct/Nov 2021 to Oct 2022

Time commitment: The Creative Producer role is part time over 12 months from the end of Oct 2021 to Oct 2022. Working days will be flexible and negotiated with the programme management group, with some fixed dates, such as the festival delivery period in late Sept 2022.

Employment status: Fixed Term, Freelance contract.

Fee: Fixed Fee £9,300 based on £150 per day for 52 weeks plus 10 days extra for delivery of Festival.

Background

In 2019/20 Arts Council England provided support for 25 visual arts organisations across England and Hong Kong to work together to develop a programme which resulted in a digital festival, the outline of which can be viewed here <https://peertopeerexchange.org/>

The 2020 *Peer to Peer: UK/HK* festival delivered:

- 5 co-commissions of new work specifically conceived for the online environment (3 UK, 2 HK artists)
- An online exhibition showcasing 15 artists work nominated by UK and HK visual arts leaders
- 12 social media artists-in-residence, nominated by a leader in one country and hosted by an organisation in another
- 7 panel discussions involving 32 speakers
- An opening and closing event involving 32 speakers

The festival directly engaged 6,888 people mainly from the UK and Hong Kong, whilst attracting people from 72 countries in all. The programme as a whole reached an audience of almost 96,000 people.

The lead-in programme included a series of webinar sessions to encourage greater understanding of respective organisational cultures and to inform the programme of exchange. The overall aim was always to foster longer-term partnerships between organisations which would benefit emerging artists seeking to work internationally.

Peer to Peer: UK/HK 2021/22

Peer to Peer: UK/HK 2022 will build on the previous festival facilitating further UK/HK partnerships. The aim is that each partnership will:

- Have at least one UK and one HK organisation,
- A focus on work made for (or in) digital platforms
- A clear sense of how this would contribute to *Peer to Peer: UK/HK 2022* festival, utilising our existing web platform
- A proposition for sharing the learning from this partnership via digital platform,
- A budget which includes income/in kind from partner organisations

Priority will be given to projects:

- Commissioning early career artists
- Involving one UK and one HK artist

JOB DESCRIPTION: Peer to Peer: UK/HK 2022 Creative Producer.

Overview

The Creative Producer is expected to play a key role in developing and producing an ambitious programme.

We are seeking an experienced Creative Producer to work closely with the programme leads (Sarah Fisher, Director, Open Eye Gallery; Lindsay Taylor, Curator, University of Salford Art Collection; and our Hong Kong lead) to drive the 2021/22 programme of digital exchange, delivered by UK visual arts organisations and their Hong Kong partners. A team player, the successful candidate will apply their excellent project management and communication skills to ensure participating organisations keep on schedule and the festival delivery staff work effectively together.

Working Relationships

Employed by Open Eye Gallery, the Creative Producer will report to the programme leads. The post holder will work closely with festival staff and visual arts partner leads as appropriate to the role and responsibilities.

Office facilities are available to the post holder at Open Eye Gallery, but we are equally happy for the post-holder to work wholly remotely.

Main Duties:

Coordinating Programme Management

- The Creative Producer will be responsible for co-ordinating and ensuring the successful delivery of online management meetings, initially with the programme leads, and later with the festival team, with related subgroup meetings, such as marketing.
- Working closely with the programme leads, the Creative Producer will help shape and then coordinate webinars which facilitate sharing and joint working by selected visual arts organisations from both countries – as and when necessary for successful delivery.

- Working with the core delivery team, participating visual arts organisations, Arts Council England and other funders, the Creative Producer will facilitate programme evaluation utilising an existing framework.

Producing Role

The Creative Producer will be the main lead for the exchange programme, including:

- Working with the programme leads over autumn 2021 to shape a process by which visual arts organisations (delivery partners) develop international partnership proposals for joint commissions, digital residencies, or other exchange content that will form part of the 2022 festival.
- Facilitate the selection process with programme leads and input from Arts Council England - as appropriate. Work with partner communications teams to co-ordinate announcements of successful proposals.
- Work closely with programme leads, to shape and co-ordinate a few periodic sharing lab / webinars over Jan – June 2022 period, to ensure delivery partners remain on schedule,
- From April support the recruitment of a festival team to start in June.
- From June deliver a series of webinars or zoom meetings to enable delivery partners to shape / or lead the festival discussion panels, and or workshops.
- From June, lead - with the festival team - the delivery of the festival at the end of Sept. 2022.
- Facilitate the collation of evaluation feedback and support the programme leads to draft the evaluation report.
- Other co-ordinating or producing roles as arise through the project and deliverable within time constraints.
- Working with Open Eye Gallery Director to ensure effective budget management.

Requirements to carry out the role.

Essential or desirable indicated against each requirement	E	D
Experience required:		

Proven experience of producing or managing arts projects involving multiple stakeholders	√	√
Experience of delivering projects internationally	√	
Knowledge of and experience of delivering creative programmes online	√	
Working knowledge of social media platforms	√	
Experience of working with arts organisations	√	
Knowledge and experience of working with visual artists		√
Proven experience of managing budgets	√	
Excellent written and verbal communication skills	√	
Excellent project management skills	√	
Experience of coordinating evaluation	√	
Ability to work independently and as part of a team	√	
High level of IT skills	√	
Experience of and commitment to inclusive practices	√	
A positive disposition with the ability able to stay motivated and focused	√	

We strongly welcome applications from people from all backgrounds, especially those currently under-represented in the sector including those from Black, Asian and minority ethnic backgrounds, D/deaf, disabled, neurodivergent, working class and LGBTQI+ people.

To apply, please send over a CV and cover letter no longer than 2 pages, detailing your suitability for the post. Please send applications to jobs@openeye.org.uk.

Deadline for applications: Midnight on Wednesday 27th October.

Invite for interview: By end of day Monday 1st November.

Zoom interviews: The afternoon of Thursday 4th November.

We are hoping that the successful applicant will be able to start as soon as possible.