

Newcastle Cultural Education Partnership seeks freelance Producer 60 days @ £175 per day between Summer 2021 and March 2023

Newcastle Cultural Education Partnership is seeking a creative, self-starting freelance Producer to significantly develop the profile and reach of Newcastle Cultural Education Partnership, so that Newcastle becomes a beacon for equitable access to excellent cultural education and cultural experiences for children and young people across the city.

Newcastle Cultural Education Partnership (NCEP) brings together the education and culture sectors alongside representatives from the public and voluntary sectors to support, promote and develop a rich cultural education for children and young people in Newcastle. The NCEP is supported by Culture Bridge North East who oversee a network of Local Cultural Education Partnership in the North East. It is one of many such partnerships around the country and we are seeking an arts/cultural professional to take the Newcastle Cultural Education Partnership to the next level

The NCEP has excellent buy-in from the education sector, with all schools in the city represented by headteachers from the city's education trusts. It also has representation from a range of cultural organisations and support from Newcastle City Council. The Chair of the LCEP has a place on Newcastle's Cultural Compact and the Compact's emerging strategy and delivery plan aligns with the LCEP ambitions around cultural education, including providing equitable access to culture for young people and their families across the city, supporting skills development, career education, progression routes for young people into the sector and to develop their own cultural habits.

The buy-in and the partnerships are aligning, and with the city's very strong history of innovating around cultural education, we are well positioned to become a leading LCEP. However, as a partnership of volunteers, we need the capacity to start delivering on that promise. The NCEP producer's role would be twofold:

- 1) To take on the management of *#InspiredBy* - a series of 14 co-creative partnerships between schools and cultural organisations / practitioners in Newcastle to be delivered between September 2021 and March 2023. NCEP has secured match funding from Arts Council's Partnership Investment fund to run the programme, and following a hiatus during Covid we are now restarting the programme, having established three cultural organisation / school partnerships and secured pledges for a further 6 to be delivered from September. The Producer will project manage all aspects of *#InspiredBy* and work with the Chair and the Steering Group to ensure that the project is a catalyst for increased profile, and further partnerships.
- 2) They will also work with the Steering group to research options around governance, to identify further sources of funding for the initiative, to develop a web presence and branding for the LCEP, and to help the steering group hone the strategy and resultant workplan for the partnership in the future

Timescale

The period of employment is between July 2021 and March 2023. However we would also anticipate that this period would result in further fundraising, which will sustain the role.

Management

You will be supported by a steering group made up of headteachers and arts professionals, and other partners. The Chair of the Steering Group is Anna Disley who is Executive Director (Programme and Impact) New Writing North. New Writing North currently looks after the budget for the Newcastle Cultural Education Partnership. The Deputy Chair of the Steering Group is Liz Simpson, Headteacher of Knop Law Primary School in Newcastle.

This will be the NCEP's only paid post. It is expected that you will work from home / remotely

The role will include:

Supporting the schools to develop a brief for their #InspiredBy partnerships

To manage the recruitment of arts and cultural organisations as school partners for #InspiredBy

To contract all artists/organisations on the project

To oversee and undertake the evaluation and documentation of the project

To promote the project, including creating a web presence and social media campaign for the project and the wider NCEP

To manage the finances of the NCEP including monitoring the income, expenditure and cashflow for #InspiredBy. The #InspiredBy budget is around £85,000

To coordinate celebratory events to further promote the programme.

To programme some CPD sessions around cultural education that would be paid for by schools

To recruit a further 4 school partnerships to the programme, supported by members of the steering group

To work with the steering group to identify a brand for the NCEP

To research and propose potential governance structures for the NCEP in consultation with the Steering Group

To take responsibility for the administration of the NCEP

To represent the NCEP at meetings

To attend and support all NCEP Steering Group meetings

To run events or projects which progress the NCEP's vision as appropriate

To work with the Steering group to refresh the vision and strategy for the NCEP

Knowledge, Skills and Experience Required

At least two years experience of managing cultural programmes

Experience of working with schools

Exemplary organisational skills and attention to detail

Experience of digital marketing and digital content development

Excellent communications skills in writing and in person

Experience of building, managing and maintain complex partnerships

Experience of fundraising

Experience of evaluating projects
Experience of planning and managing events
A commitment to Inclusivity and diversity and an understanding of cultural education's role in promoting that
Knowledge of cultural education policy and practice
Ambitious and entrepreneurial approach to developing arts and cultural activity
Confidence to lead partnerships with a range of different sectors
Ability to work independently
Experience of managing budgets and producing cashflows
The successful candidate will be required to apply for a DBS check if they don't already have one

Desirable

Experience of creating websites
Knowledge of organisational governance structures
An understanding of the curriculum and education policy

Budget

We can pay £175 per day for 60 days for this role between September 2021 and March 2023 however we anticipate that the postholder (alongside the steering group) would bring in further funding during this time to help sustain the post.

If you have any questions about the post please contact Anna Disley
anna@newwritingnorth.com.

Application Process

Please apply by sending the following to Andrew.Garrad@twmuseums.org.uk:

- your CV which should include two referees
- a letter of up to two pages outlining what role you think the NCEP can play in the lives of children and young people in Newcastle, and why your skills and experience qualify you for the post.

Timescale

Please apply by midday on **Monday 7 June**. We aim to notify all applicants of the outcome of their application by **Friday 11 June**. Interviews will take place **on Tuesday 15th / Weds 16th June** over Zoom.