

Job Title	Creative Young People Producer
Job Family	Visitor, Business and Economy
Service Area	Service Delivery
Band	4
Job Reference	

Reporting to:	Responsible for :
Creative Learning and Participation Manager	Freelance artists and facilitators

Team Purpose

The Arts and Culture team have a clear focus on developing the cultural offer of Eastleigh Borough; attracting customers to their world class venues, developing inspiring programmes for residents and visitors alike through a diverse programme including dance, theatre, circus, comedy, music, film, visual art and creative industries; and creating a health and wellbeing offer that aims to bring people together through taking part in arts and culture activities. The Point and Berry Theatres are hubs that encourage community engagement and economic regeneration with social impact being a key driver. The team is welcoming, professional, efficient and accessible to all visitors. The team will generate income as well as promote artistic, enjoyable and sustainable environments and activities, and facilitate business opportunities and growth

Role Purpose

The Creative Young People Producer is responsible for developing the existing Youth Theatres and Youth Dance programme for The Point and The Berry Theatres. Also perform a key operational role within the Learning and Participation department with responsibility for ensuring a high quality and impactful service for the community.

Key Accountabilities

Our Vision

- Support the Creative Learning and Participation Manager and colleagues in the creation and implementation of a robust and aspirational plan for the department
- Lead and Develop The Youth Theatre scheme and Youth Dance programme for The Point and The Berry Theatres including some facilitation of sessions
- Develop challenging and risk taking youth programme in line with the arts and culture strategy for the Borough
- Support clients by ensuring the programme builds on their strengths and addresses their needs and involves children and young people in shaping the programme

Networks

- Build strong relationships with managers and team members promoting a supportive culture based on excellence, professionalism and consistent communication
- Instigate relationships with new community stakeholders and maintain and develop existing partnerships
- Offer advice and support to community groups on fundraising and forming projects
- Support the Creative learning and Participation Manager in developing income opportunities

from the Young Peoples programme

- Maximise funding opportunities from trusts, foundations and other sources
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Resilience and Sustainability

- Support the Creative learning and Participation Manager in developing income opportunities from the Young Peoples programme
- Maximise funding opportunities from trusts, foundations and other sources
- Monitor the Youth Theatre Budget and work on developing income opportunities
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Resources

- Project manage one off events plus the Youth Theatre scheme and Youth Dance programme
- Work with the creative team to create a pool of arts professionals to support the creation of the programme and deliver projects
- Work with colleagues to develop the Arts and culture volunteer programme
- Rota and facilitate youth theatre sessions
- Carry out Youth Theatre administration tasks with support from Front of House staff
- Manage Youth theatre freelance contracts
- Prepare Monitor, review and evaluate the Youth Theatre scheme and Youth Dance programme
- Prepare and monitor budgets

Communication

- Liaise with the marketing team to produce marketing and communication plans for the programme

Other

- Work at all times in accordance with the aims of The Point and EBC and its policies, particularly those of equality, diversity, safeguarding and health and safety

Key Objectives

Working with customers	Interacting and responding to internal/external customers through multiple channels. Working collaboratively with colleagues to improve business processes and customer service and highlight opportunities for empowering customers further. Building customer enabling opportunities into everyday routine in order to reduce customer demand.
Working towards the Corporate Plan	Understanding the Corporate Plan and how individual objectives support the delivery against the Corporate Plan.
Knowledge of services	Good understanding of the services provided across the council and a good knowledge of the terminology and acronyms used by the services.
Using systems effectively	Ability to quickly learn new systems.

Specific Tasks	
Case Management skills	Able to use internal systems to raise cases and input data
Team work and working with others	Ability to work with a broad range of internal and external teams to forge effective working relationships
Enquiries, reports and service requests	Resolving cases using developed communication techniques.
Processing and administration	Contributing to corporate projects. Able to identify and develop opportunities for improving workflow / process and /or increasing customer self-serve or enabling; working on cases that require problem solving with customers. Access and accurately update all relevant information systems, both customer and back office, ensuring that data is updated and maintained through verification, and validation, and in accordance with Data Protection principles.
Strategy and policy	Recommending developments to council processes and policies and contribute to the development of service strategy.
Performance	Contribute to the development of performance and quality control KPI's in service delivery.

Qualifications
Educated to degree level or professional qualification in the arts

Knowledge, Skills and Experience
<ul style="list-style-type: none"> • Practical knowledge and experience of developing drama projects and programmes in the community • Practical knowledge of facilitating drama sessions

Specialist Knowledge
Evidence of business acumen and in particular an understanding and experience of income generation

Signed (Job Holder):		Date:
Signed (Service Lead):		Date:

Behaviours Framework

Central to the delivery of the role are the Council's values and behaviours and all employees are expected to work within the Council's Core Behaviours Framework. These are shared by all employees and applied to everything we do. The points for each behaviour are shown below:

Generic Staff Behaviours	Definition
Adaptability & Flexibility	Respond positively to change and adapt own behaviour or work practices when there is a change in the work environment.
Customer Service	Demonstrating an understanding that customers and customer satisfaction are the foundations of the organisations success.
Communication	The ability to communicate well through a variety of communication methods.
Personal Improvement (own learning & development)	The ability to see where personal improvements can be made, and the willingness to undertake development opportunities to achieve them.
Taking Responsibility and Achieving Results	The ability and willingness to focus on achieving individual and organisational goals.
Working with Others	The willingness to act as part of a team and work towards achieving organisational goals and outcomes.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.