



# Liverpool Arab Arts Festival

## Cultural Education Producer

Funded by Qatar Foundation International (QFI)

**Reporting to:** Director.

**Responsible for:** Project staff, volunteers and freelance artists.

**Annual Salary:** £12,155.

**Working hours:** 17 hours per week.

Post holder will be required to work in response to need. This may include some weekends and evenings. The post holder must be available leading up to and during the core festival period in July.

**Location:** Our office is based at Bluecoat in Liverpool. Outreach work will take place across the Liverpool City Region. The successful candidate will be required to take on a level of regional and national work as part of project development.

**Contract duration:** The post is initially funded for 12 months.

## **Background:**

Founded in 1998, Liverpool Arab Arts Festival (LAAF) is a registered charity delivering arts and community programmes that bring diverse cultures together, increasing appreciation and awareness of Arab culture and arts at a local, national and international level.

Our year-round programme of events and community projects includes Liverpool Arab Arts Festival, established in 2002 and still the UK's premier annual Arab arts festival.

Each year, our festival brings a thrilling celebration of Arab culture to venues across the city and showcases the richness of Arab culture through a packed programme of visual art, music, dance, film, theatre, literature and special events.

## **About the role:**

LAAF is looking to appoint a creative and experienced **Cultural Education Producer** to lead on the development of our arts and cultural projects in schools.

The successful candidate, who will be experienced in collaborating with and overseeing freelance artists, will devise, plan and deliver these creative projects from scratch. They will implement robust monitoring and evaluation processes throughout.

This experience will enable them to shape and deliver project targets while fulfilling reporting criteria. As an excellent team player and communicator, they will also be able to engage with a diverse range of people; from cultivating partnerships to working closely with young people.

Ideally, they will have knowledge and understanding of Arab arts and culture and have experience of Arts Awards Accreditation.

LAAF is entering into an exciting phase of organisational development. We are looking for someone to make a significant impact in driving forward our community work in the future.

**Main activities/responsibilities:**

- To develop and plan workshops which increase awareness, appreciation and participation in Arab arts and culture. This includes ensuring quality principles of participation are fully embedded into practice.
- To work with and develop relationships with schools and freelance Arab artists in order to deliver programmes of artist-led workshops.
- Work closely with LAAF team to design, implement and deliver monitoring and evaluation processes/reports for LAAF's funder/stakeholders, including QFI.
- Collate data and monitoring information – ensuring participants are central to the evaluation process – to measure the effectiveness of the project in meeting the desired outcomes. This will also identify unexpected outcomes and inform ongoing project development.
- Work with LAAF's core team to develop opportunities for groups to participate/perform as part of LAAF's year-round programme and core festival.
- Ensure project delivery and events are respectful of all participants faiths, traditions and cultural beliefs.
- Become LAAF's Award Advisor and undertake training in Arts Awards. Maximise opportunities for young people to achieve accreditation as part of their learning.

- Be responsible for researching and working closely with freelance Arab artists to develop workshops which meet the outcome briefs.
- Booking, contracting and advancing of freelance artists.
- Work with participants, LAAF team, partners and local communities to promote events – in line with GDPR and partnership agreements – and increase audience reach.
- Commit to Arts Council England’s Creative Case for Diversity, LAAF’s equal opportunities and ensuring health and safety policy and procedures are embedded into practice.
- Any other duties and responsibilities as required to ensure the success of the project and LAAF’s core festival.

**Staff, Volunteer and Artist Management:**

- Recruit and manage part-time sessional staff to support project delivery.
- Recruit and implement development opportunities for a minimum of three volunteer Culture Champions.
- Ensure all paid/unpaid staff and freelance artists are fully informed of LAAF policy, procedures and good practice, and are fully compliant with children and vulnerable adult policy and legislation.
- Ensure all work delivered in schools and communities follows the regulations and policies of the partner organisation/company.

## **Finance and Funding:**

- Diligently manage small project budget/reports in line with funder agreements.
- Effectively cost and manage budgets for freelance artists (including fees, travel and accommodation) within LAAF policy requirements.
- Work with senior management team to identify, apply for and secure additional funds to further develop and enhance project delivery.

## **Knowledge, Skills and Experience:**

### **Essential:**

- At least three years' experience of managing a small team of freelance staff, artists and volunteers.
- Minimum of three years' experience working at a similar level in the arts cultural industries.
- Minimum three years' experience of developing creative projects from scratch through to successful completion.
- Skilled in planning and delivering workshops and/or artistic events in mainstream education or community settings.
- Ability to communicate effectively with diverse groups and people.
- Must have in-depth understanding and experience of applying policy and legislation relating to the safeguarding of children and vulnerable adults, health and safety and GDPR.
- Proven track record in recruiting, engaging and sustaining attainment of young people in arts and creative projects.

- Excellent analytical and report writing skills, including monitoring and evaluation processes.
- Experienced in developing project partnerships and networks to support and enhance project delivery.
- Experience of managing small budgets within agreed parameters.
- Must be IT literate in Word, Excel and able to use social media platforms.
- A strong team player with the ability to work under pressure to meet deadlines and deliver agreed targets. This includes operating in a high-pressured festival environment.

**Desirable:**

- Have in-depth knowledge and experience of Arab culture and Arabic speaking skills.
- Experienced in marketing and promotional strategies.
- Experience of working with festival or large-scale cultural events.
- Previous experience of implementing and supporting young people in achieving Arts Awards.

**How to apply:**

Please submit your CV along with a covering letter (maximum 2 sides of A4) demonstrating your suitability to the role in relation to the stated Knowledge, Skills and Experience criteria.

**LAAF is committed to widening access in the arts. We particularly welcome applications from the Black, Asian and Minority Ethnic (BAME) community as this group is currently under-represented in the arts.**

Please email your CV and covering letter to [admin@arabicartsfestival.co.uk](mailto:admin@arabicartsfestival.co.uk) with the subject line 'Cultural Education Producer application'

Closing date: **9am, Monday 13 January 2020.**

Interviews will be held late January in Liverpool - dates to be confirmed.

For more information about LAAF, please visit: [www.arabartsfestival.com](http://www.arabartsfestival.com)



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