



# Liverpool Arab Arts Festival

## CULTURAL EDUCATION PRODUCER

Funded by Qatar Foundation International (QFI) and Arts Council England Cultural Recovery Fund.

**Reporting to:** Director.

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

**Annual Salary:** £14,286.

**Working hours:** 20 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 periods.

**Location:** Based at the office at Bluecoat in Liverpool and remotely. Outreach work will take place across the Liverpool City Region when possible. 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.

**Requirements:** Successful applicant will be required to provide the contact details for two references to verify work undertaken in the past two years. Please note this post requires an enhanced DBS check.

**Background:**

Founded in 1998, LAAF is the UK's longest running and most successful annual Arab arts and cultural festival, platforming the best UK and international Arab artists.

The festival creates a dynamic between traditional and contemporary Arab artforms, encouraging informed debate that explores, and increases, appreciation of Arab people and their rich cultures. This year's festival will launch on Friday 16 July online and in Liverpool. This year's theme explores the impact and urgency of the climate crisis across the Middle East and North Africa (MENA) region.

Liverpool Arab Arts Festival's work continues throughout the year, with a wide range of events and participatory projects that bring together artists and diverse communities. LAAF builds connections that help more people to encounter and experience Arab culture in Liverpool and beyond.

**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 and communities.

The successful candidate will be experienced in brokering relationships with schools and communities, including collaborating with freelance artists. They will devise, plan and support the artistic delivery of these creative projects from scratch. As we emerge from lockdown, they will be a creative planner who is able to creatively adapt plans if required. 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.

We are looking for someone to make a significant impact in driving forward our community work in the future.

### **Key Responsibilities:**

- To develop and plan workshops, both physical and digital, 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, communities 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 and Arts Council England.
- 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.
- 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 two 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 two years' experience of managing a small team of freelance staff, artists and volunteers.
- Minimum two years' experience working at a similar level in the arts cultural industries.
- Minimum two 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/or willing to train to develop an in-depth understanding and experience of applying policy and legislation relating to the safeguarding of children and vulnerable adults and health and safety

- 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/or willing to train in managing small budgets within agreed parameters.
- Must be IT literate in Word, Excel and confident in using software, such as Zoom.
- 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 the following via email:

- Your CV along with a covering letter (maximum 1 side of A4) demonstrating your suitability to the role in relation to the stated Knowledge, Skills and

Experience criteria.

- A completed Equal Opportunities form

Email your CV, covering letter and Equal Opportunities form to [admin@arabicartsfestival.co.uk](mailto:admin@arabicartsfestival.co.uk) with the subject line 'Cultural Education Producer application'.

If you would require this document in any other formats, please contact us using the email address below.

Deaf/Disabled applicants needing to discuss access support please contact us using the email address above.

All candidates must have the right to live and the right to work in the UK.

Successful applicants will be asked to present the relevant documents to demonstrate their eligibility to work in the UK.

**LAAF is committed to widening access in the arts. We warmly welcome applications from those currently underrepresented in the creative industries. This includes candidates who are Black, Asian or from other ethnic backgrounds, Deaf and disabled people, and candidates from lower socio-economic backgrounds.**

Closing date: **10am, Monday 10 May 2021.**

Interviews will be held in May - dates to be confirmed.

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



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