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**Job Title:** Maindee District Centre Community Event Producer

**Responsible to:** Maindee Unlimited District Centre Creative Placemaking & Project DIrector

**Location:** Home based/Maindee (hybrid)

**Salary:** Freelance contract £200/day

**Term:** 5 month contract, 25 days

**Application Process:**

In order to assess your application we would like to understand how your skills and experience are relevant to this role.

Please read the job description and person specification in detail and in a covering letter summarise how your experience is relevant to what we are asking for. We ask that you keep your response to a maximum of 2 sides of A4 in pt 11 font. Less than two sides is fine. Please use bullet points where possible.

Please send your CV and covering letter to admin@maindee.org by **5pm on Monday 3rd June 2024.** Selection will be based on CV and covering letter and we will notify applicants on the outcome of their submission by **Friday 7th June 2024.**

To arrange an informal visit or request more information please email: admin@maindee.org

**Overview**

**About Us/the project:**

Maindee Unlimited is a local incorporated charity and was formed in 2015. It is governed by a board of local Trustees. The aim of the charity is “to transform Maindee into a sustainable community with a strong local identity and strong local economy, with a reputation as an attractive, safe, culturally vibrant and cohesive place to live, relax in and work.”

Maindee Unlimited launched the “Maindee District Centre Renewal Project” in 2023 to increase social, economic and environmental benefits for businesses and their customers in the District Centre on Chepstow Road, ultimately through a complete reworking of the highway and public realm. We have received funding from the Shared Prosperity Fund to test and develop creative projects, visual improvements, public art, greening and trader support to build momentum towards our vision for the district centre and activate and support a more vibrant neighbourhood centre.

**Role summary**

We are seeking an organised outdoor events producer with considerable experience of community events, programming and producing arts and music in public space and good knowledge of the Newport arts and culture scene.

As event producer, you will work collaboratively with other members of the team, Maindee Unlimited trustees and volunteers and relevant stakeholders to produce Full Colour Street Arts Festival in September 2024 and help produce a programme of monthly summer community events at the Triangle. This will support and promote the development of the Triangle as a community hub and space for outdoor events. This includes ensuring the relevant licensing and permissions are in place and managing risk and health and safety.

Maindee Unlimited recognises the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates. We have also made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the criteria set out in the person specification.

**Person Specification**

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|  | Essential | Desirable |
| Experience | At least 10 years successful track record in outdoor event production.  Experience in successfully developing and managing arts projects  Demonstrable success of working collaboratively in partnership with stakeholders developing and sustaining effective partnerships  Experience of working with relevant departments within local authorities to produce projects  Experience of collaborating with artists and creatives and commissioning artwork  Experience coordinating / working with volunteers and mobilising local communities  Experience of writing production plans and risks assessments  Experience of event licensing and street closures.  Experience in marketing events and publicity via social media and other channels | Experience of working with Statutory and regulatory bodies  Experience of outdoor event production in Newport  Experience in local community regeneration  Experience of working with street artists and mural painters  Experience of public art projects |
| Skills/knowledge | Good understanding of health safety at public events  A good understanding and use of IT and graphics  Good organisational skills and ability to produce quality work to tight deadlines  Ability to network and form strong working relationships  Effective communicator in person, verbally and written.  Able to work under pressure and be solution focussed in event situations.  Excellent time management skills and ability to run events on schedule.  Good person management skills and ability to delegate and assign tasks effectively. | Good knowledge of the area of Newport and its diverse communities  Understanding of Maindee and it’s local community, strengths and challenges.  Good knowledge of practicalities of painting outdoors, resources and materials  Good connections with Newports’ artistic community  Interest in placemaking and programming public spaces for community benefit.  Good knowledge of practicalities of painting outdoors, resources and materials |

**Main duties and responsibilities:**

Reporting to the MDCR Project Manager and working with other team members, your key responsibilities include:

-Auditing and problem-solving potential sites for the street art festival

-Artist liason and agreeing contracts and schedules.

-Overseeing a production timetable.

-Ensuring required and sufficient equipment and machinery are commissioned and are operated legally and safely.

-Working within budget constraints to get the best possible outcomes.

-Ensuring correct licenses, permissions and street closures are in place

-Agreeing permissions, artwork and schedules with property owners.

-Carrying out risk assessments.

-Producing a programme of creative community engagement workshops to develop local skills and help spread a sense of local ownership of the artwork and events.

-Programming and co-production of monthly community events at the Triangle (July/August/September)

-Working collaboratively with NCC officers to overcome barriers and come up with solutions to achieving aims of the project.

-Regular meetings with project manager and other team members when required.

-Ensuring events are well publicised and the creation of publicity materials.

-Be open to duties commensurate with the post and work flexibly which may include occasional attendance at meetings and events during evenings and weekends.