

## **Creative Spaces Emerging Producer Job Pack**

### Overview

Housed within the Stove's community venue, Creative Spaces uses a peer-to-peer approach to learning and working with young creatives to grow new projects, events and activity, nurtured and led by young creatives U30. The Stove Network are looking for someone to join our talented team as an emerging Creative Producer to co-design and produce the Creative Spaces Programme, and work with our new young Creative Spaces Associates, to develop activity for their target audience.

The Creative Spaces Programme is a year-round programme of events and workshops designed with, for, by and about young people in D&G. Creative Spaces is a testing ground for U30's in Dumfries to find their voice and engage in relative arts, community, and creative activities through the Stove's award-winning community venue programme.

Our Creative Spaces Associates are a small team of 3 emerging creative practitioners U30 who are commissioned to work with The Stove over a 10-month period. These are action-led supported roles for young creative leaders to gain significant, quality experience working in participatory arts within community contexts.

As our Emerging Producer you will design and facilitate, along with the Creative Spaces Associates, a bi-monthly programme to engage and inspire U30s in creative activity and feed into the over-all development of The Stove's community venue programme. As part of our dynamic team, you will bring your experiences to help shape and be part of an innovative organisation dedicated to a community-led future for Dumfries.

### About The Stove

The Stove Network (TSN) is an arts and community organisation that uses arts and creativity to enable communities to vision, create and enact new futures for themselves and their places. As a membership organisation, at the core of our mission is an understanding of arts not as something solely for an 'arts audience' but rather as a vital contribution to society on all fronts. TSN has a venue on Dumfries High Street, in the South of Scotland, which acts as a hub to work across the wider region. We work closely in partnership with other arts organisations, the local authority, enterprise agency, education, health, community groups, local businesses, and charities to grow meaningful change in places and communities. Initially this work was focused within

Dumfries town center itself, but as the organisation has grown, our focus and reach has become region wide.

Our **vision** is to make Dumfries and the wider region a place where communities thrive through collaboration, enterprise and risk-taking; a place where everyone is supported to be involved creatively, and to take part in the celebration and making of our culture.

**Key Responsibilities:**

- Act as the first point of contact for all enquires relating to the Creative Spaces Project
- Identify engagement opportunities for the target demographic of the Creative Spaces project within Dumfries & Galloway
- Assist with the Design and facilitation of the Creative Spaces Programme of events
- Work with the Creative Spaces team to design and implement a marketing and communications strategy for the Creative Spaces project 2022 (with the support of the Head of Communications and Engagement)
- Lead the planning and delivery of messaging on the Creative Spaces social media channels (with support from the Creative Spaces Associates and Stove Marketing team)
- Research potential partners, external organisations, groups, and community initiatives that may be of interest to the Creative Spaces team
- Support the Creative Spaces Associates with identifying networking opportunities
- Monitor and evaluate the Creative Spaces programme of activity, including event details, participation/audience numbers, demographics, etc
- Participate in creative and programming sessions with The Stove Team to develop the community venue programme
- Lead the commissioning of a series of 6 short films spotlighting young creatives in Dumfries & Galloway

**Desired Experience:**

- Excellent written and verbal communication skills
- Good IT skills
- Some experience in events and production
- Some experience working in youth-orientated projects
- Interest and/or experience in community development and the creative industries
- Knowledge of the local area and existing network of connections
- Ability to build positive relationships with colleagues, communities, and external partners

**Person specification:**

- Adaptable
- Engaging
- Creative

**Commitments:**

- Weekly Projects meeting (Full Stove Team)
- Weekly Creative Spaces meetings with Associates
- Weekly Programming Meeting
- Monthly Creative Spaces Management, meeting
- Creative Monthly's
- Dark Time - quarterly
- Own Professional Dev. Support/Continued Professional Development - quarterly

How to Apply

**Deadline for Applications: Sunday 24<sup>th</sup> April, midnight**

Please provide a CV and covering letter of no more than 500 words, identifying what interests you about this opportunity, why you feel you are suited to the role and any aspects you hope this opportunity will help you to develop.

Please send by email to [info@thestove.org](mailto:info@thestove.org) (max file size of 5MB) with heading **Emerging Producer.**

We are happy to provide you with the interview questions prior to your interview. Please ask us for these if you are shortlisted.

The Stove Network is committed to creating a positive and inclusive environment where everyone feels respected and valued. We are an inclusive organisation and believe our work will be stronger with greater diversity and, as such, we welcome applications from those who bring a difference to our team. We welcome the whole person to work, and understand that each of us bring our experiences, our backgrounds, and our own unique lens to what we do.

We encourage applications from all backgrounds and particularly welcome applications from those who are currently under-represented within the sector, including those from black and minority ethnic backgrounds, disabled candidates, LGBTQI+ and/or those from a low socio-economic background or requiring flexible working arrangements

Interviews

Interviews will be held in person at The Stove on Wednesday 4<sup>th</sup> May

**By applying you are deemed to be making yourself available for interview on this date, please let us know however in your application should you need to arrange a different date**

Start Date

The position starts on **Monday 23<sup>rd</sup> of May**, please ensure to let us know in your application if this will not be possible for you and the earliest start date that would be suitable for you

Priorities and Working Criteria

**Under 30's** – This position is funded specifically to open up opportunities for under 30's and as such we wish to contract someone within that demographic for this position. To apply you must be under 30 at the time of application.

**Local connections** – We are interested in supporting and growing the creative opportunities for young people locally with this work and as such this position requires that you have strong local connections and knowledge.

**Inclusion and Diversity** - An optional [Equalities Monitoring Form](#) will be included in the project application. We are committed to ensuring that these opportunities are as accessible as possible for everyone. If you have any questions or suggestions regarding the accessibility of the project, please contact us.