



University of Plymouth

Role: Producer - Atlantic Project

Grade: 5

Reports to: Artistic Director - Atlantic Project

Role Summary:

Under the guidance of the Artistic Director, working in close collaboration with the existing Producer, the second Producer is responsible for co-ordinating project activities to enable the delivery of the Atlantic Project programme, including: liaising with artists and planning the production of artworks, liaising with sites, planning and delivering the installation of art works, planning and management of events, planning and managing invigilation and maintenance of exhibited works, managing the production budget and financial reporting, and assisting in the planning and delivery of the talent development and community engagement programmes.

Key Accountabilities:

- Production and delivery of artist's projects, in close collaboration with the Artistic Director and Producer, as part of the Atlantic Project programme
- Liaison with artists and management of the production process for artworks
- Liaison with sites and project partners
- Planning and delivery of the installation of artworks
- Planning and management of events
- Planning and managing the day-to-day invigilation and maintenance of exhibited works
- Management of production budgets and financial reporting
- Assisting in the development of the talent development and community engagement programmes
- Ensures the delivery and continuous development of an effective and flexible service through team members, in a way that reflects the University's values-based behaviours for leaders and results in the efficient operation of the service
- Deals appropriately with informal performance concerns, escalating in a timely manner to manager where a formal approach is necessary

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery

- Follows the appropriate financial and regulatory policies, ensuring necessary regulations and standards are adhered to
- Provides excellent customer service and provides proactive detailed advice and guidance to enable appropriate solutions
- Manages contractors and partners assigned to the project
- Ensures all activities undertaken are in compliance with the University's Safety Policy
- Works closely in collaboration with the University External Relations team and the Peninsula Arts team and support staff as appropriate
- Acts in a way that demonstrates the University's commitment to Equality and Diversity for staff, students and partners

Measures of Success:

- Successful production and delivery of the Atlantic Project programme

Knowledge, Education & Training:

- Numeracy and literacy at secondary education level (or demonstrable equivalent experience)
- Educational attainment at further education level (or demonstrable equivalent experience)
- Advanced working knowledge of Microsoft Word/Excel/Outlook/PowerPoint and databases
- Relevant professional qualification in curating or arts management (desirable)
- Knowledge of art in the public realm

Experience:

- Producing contemporary art projects
- Administration in an arts environment, and ideally a university context too
- Experience of leading individuals/small teams is desirable
- Liaising with the public face to face/by telephone/in writing
- Working both independently and as part of a team
- Monitoring and reporting on financial information
- Working in a dynamic customer service environment
- Experience of managing a production budget
- Experience of using Agresso budget management is desirable
- Delivering contemporary art projects in the public realm is desirable

Skills:

- Ability to prioritise and self-manage
- Ability to work as part of a team
- People management
- Excellent verbal and written communication skills
- Ability to broaden the reach and impact of contemporary artists to a new audience – desirable

University of Plymouth Behaviours:

- Demonstrates Self-Leadership
- Develops self and others to deliver

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery

- Leads and operates in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Uses sound business judgement

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