

## RECRUITMENT 2018

### PARTICIPATION PRODUCER

Our mission is to create and curate meaningful interdisciplinary art, shared with audiences in new and accessible ways; and to create innovative learning offers and structured practical pathways that nurture and develop high-potential artists, students and cultural workers.

Pacitti Company was formed in 1990 to enable the vision and practice of artist Robert Pacitti. Drawing on a background of punk, activism, fine art and club land, Pacitti Company spent 20 years making and presenting award winning international group and solo performance works for a range of theatre, gallery and site-specific spaces worldwide.

In 2007 Robert created the SPILL Festival of Performance, deliberately forcing a large-scale, high visibility sustainable shift in the UK cultural landscape for experimental live work. SPILL is now recognised worldwide as a significant artist-led festival of uncompromising live work. The festival now takes place every two years, in Ipswich.

The Company fully relocated from London to Suffolk in 2012, establishing the Think Tank - a purpose built studio and office complex, housed in the specially refurbished Victorian Wing of the Ipswich Museum. From here, the Company runs a rolling public programme of talks, salons, feasts, exhibitions, performances, installations, training in new technologies, artist surgeries and more.

Now, the Company is recruiting a Participation Producer to help expand its SPILL Festival offer and develop its research and educational activities.

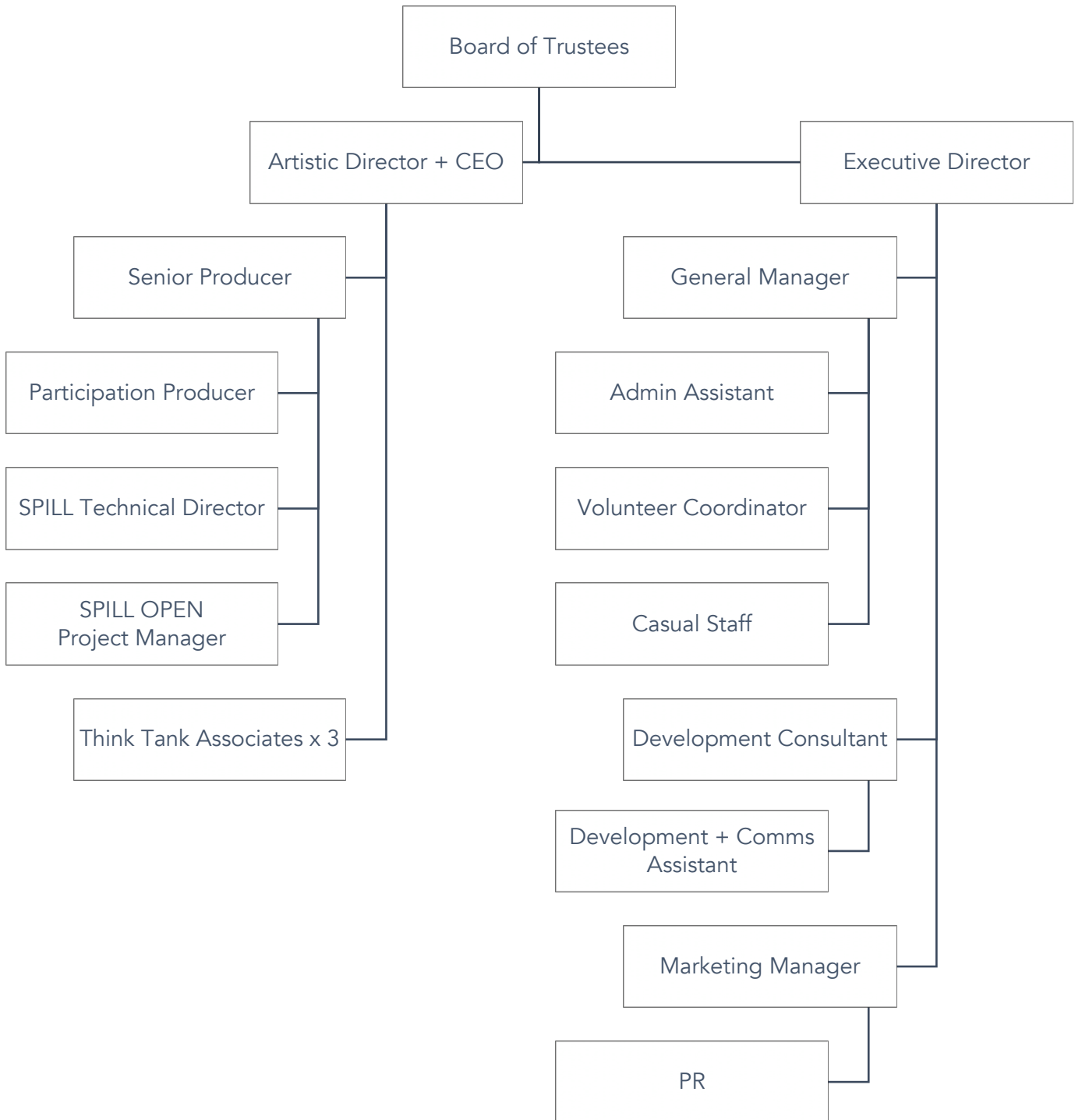
In this pack, you will find:

- A chart to explain our staff structure
- Job descriptions for the post
- Details of how to apply

Find more information on our work at [www.pacitticompany.com](http://www.pacitticompany.com) and [www.spillfestival.com](http://www.spillfestival.com)

# PACITTI COMPANY STAFF CHART

Pacitti Company is a Company Limited by Guarantee and a Registered Charity with a voluntary Board of Directors. This chart shares our current staff shape.



## PARTICIPATION PRODUCER JOB DESCRIPTION

Reporting to: Senior Producer  
Location: Pacitti Company Think Tank, High Street, Ipswich, Suffolk  
Terms: Fixed Term until end December 2018, 4 days per week  
Possibility to convert to a permanent position at the end of the term  
Hours: Some working pattern flexibility, occasional pre-scheduled evenings required  
Starting: Immediate  
Salary: £26-28,000 per annum (pro rata)

### PURPOSE OF POST

The Participation Producer is responsible for supporting the development of SPILL Festival's mass participation public engagement events and the Think Tank public programme. The Participation Producer will work to deliver an exceptional year-round programme of work that engages, educates and invigorates the local community and ensures meaningful development for local audiences.

Pacitti Company is looking to expand its activities to include significant outreach work with schools, families and the broader local community in Ipswich and the immediate surrounding areas. The post-holder will be responsible for producing the learning and participation elements of the 2018 SPILL Festival Programme (October/November 2018) and Pacitti Company's ongoing Think Tank programme.

Overall curation of activity will be by the Artistic Director and Senior Producer - you will be responsible for feeding in ideas and delivering these activities, with a particular eye on how best to build relationships with new and existing audiences and participants.

### KEY ACCOUNTABILITIES

Reporting to the Senior Producer, the Participation Producer will:

- Partner closely with the Senior Producer and Artistic Director, taking the lead on developing new participation elements for several key projects
- Input creative and practical ideas to the strategy for participation and its delivery
- Research appropriate partners for programme delivery and support with recommendations on how a range of partners could support overall vision
- Plan and successfully deliver in entirety key elements of the programme, including contracting, scheduling and on the ground delivery, hosting as required, overseeing delivery of risk assessments, licensing and permissions

- Develop close relationships with partner delivery organisations, leveraging expertise and resources, aligning participation aims and opportunities
- Develop new relationships with schools and other local stakeholders and organisations, taking full responsibility for the launch and roll out of these elements of the programmes
- Ensure that all participation activities are of the highest quality, meet the needs of the target audiences and are delivered efficiently and effectively
- Work with the Marketing Manager to deliver key elements of the audience development plan, communicating effectively with a broad range of stakeholders on opportunities to participate
- Build-in effective plans for evaluation of participation activities
- Manage project budgets tightly, reporting possible opportunities or risks regularly to the Senior Producer allowing for timely decision making

## ESSENTIAL

- Proactive interest in a wide range of art forms including live art, experimental theatre / performance, visual arts and music
- Sensitive and supportive of creative processes
- Strong project management skills with proven ability to produce events
- Proven track record working with high-profile partners in the UK including venues, funders and artists
- Understanding and knowledge of the local education sector and community groups in Ipswich and Suffolk, or a strong previous track record elsewhere that could convert locally
- Understanding of safeguarding principles including child protection and working with vulnerable adults
- Experience in contracting partners across a wide range of disciplines
- Understanding of public funding - in particular Arts Council England, trusts, foundations and sponsorship relationships
- Excellent writing skills including an ability to communicate complex information fluently and succinctly and present it clearly
- Good understanding of evaluation and audience development
- Familiarity with and interest in new technologies
- Experience of working with volunteers and across diverse communities
- Accuracy and meticulous attention to detail
- Natural organisational skills, demonstrable from previous experience
- Analytical mind
- Good at prioritising, managing reactive work, balancing multiple requirements and adapting to new situations
- Creative and confident problem-solver
- Strong IT and new media skills
- Enthusiastic team-worker but able to work independently
- Highly motivated and energetic with a goal-oriented mindset

- Mature, confident and well-presented, trustworthy with confidential material
- 'Can-do' attitude and a sense of humour
- Ability to work flexible hours, some evenings and weekends, especially in the run up to and during SPILL, and for Think Tank events (Time Off In Lieu will be granted)
- Flexibility to travel as and when required

#### GENERAL

- Pre-empt challenges in advance where possible, identify critical pathways and flag issues early on
- Work with the whole team to identify opportunities for income generation
- Respect Company confidentiality at all times
  - Monitor an effective office infrastructure by maintaining secure systems for holding confidential and sensitive information
  - Share and file work, information and contacts in accordance with Company procedures
- Recently approved DBS check

#### TO APPLY

- Please email [Jodie@pacitticompany.com](mailto:Jodie@pacitticompany.com) including your CV, a cover letter and completed Equal Opportunities form - this will be separated from your application and will not be taken into consideration when shortlisting.
- Please state clearly in the subject line of your email the name of the position you are applying for and save documents you attach with your name in the title.
- The deadline for applications is Tuesday 3 April at Midday.
- Interviews will be held on Wednesday 11 April at Pacitti Company Think Tank, Ipswich.

We will notify applicants who have been shortlisted for interview within 1 week of the deadline. If you do not hear from the Company by then you have not been selected for interview this time round. Due to the anticipated number of applications we are unable to offer individual feedback to applicants who are not shortlisted for interview.

Many thanks for your interest in Pacitti Company and we look forward to hearing from you.