

Job Description & Person Specification

Market Place Creative Agent (one of two posts)

CONTEXT

Babylon ARTS, (operated by Arts Development East Cambridgeshire) is a charity committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and beyond. We were established over 20 years ago and operate from our micro arts venue Babylon Gallery situated on the riverside in Ely where we hold art exhibitions and live events. We run professional arts projects in communities across East Cambridgeshire and work with many local organisations and libraries to bring quality creative projects into communities. We also run Ely Cinema at the Maltings in Ely.

Market Place (Phase Two) is one of 21 projects that form part of the Arts Council England funded Creative People and Places (CPP) programme. It is an ambitious audience development programme, which seeks to increase audience engagement in arts across Fenland and Forest Heath districts. As with all CPP programmes, Market Place is governed by a Consortium of organisations with Babylon ARTS, being the lead organisation. It is the largest of our projects. This job description marks the start of the second phase of Market Place. The first phase ran for just under four years and ended 31st October 2018.

The two Creative Agents will be specifically (but not exclusively) involved in delivering the Local Voice element of the Market Place Business Plan during Phase Two of the programme.

Local Voice is a strand of work which forms Market Place's core platform for connection with the people identified as audiences, participants, partners and collaborators for this project. It is led by our Creative Agents; experienced community engagement artists who work at a grassroots level, spending their time connecting with the people in our towns, building and sustaining relationships, giving their energy, enthusiasm and insights, making contacts, making friends, having conversations, creating collaborations, supporting people and finding ways for local voices to be heard and decision making shared.

ROLE DESCRIPTION

JOB TITLE:	Market Place Creative Agent
FT/PT:	Part Time. 22.5 hours per week over three days. Permanent.
LOCATION:	Babylon Arts, Waterside, Ely, CB7 4AU
SALARY:	£28,400 pro rata per annum

MAIN PURPOSE OF THE ROLE

To act as a Creative Agent at grassroots level in Fenland and Forest Heath. To work closely and collaboratively with existing community groups and interested individuals to develop arts provision and arts audiences in those areas. To develop and maintain local relationships, identifying and creating new opportunities for engagement in the arts by local people. To ensure the 'local voice' is represented through all Market Place work, including key contracted out events. To advocate and support the continued development of individual and group potential to deliver creativity and raise aspiration to reach new and existing audiences. To engage with the CPP ethos of putting local people at the heart of projects as commissioners, artists, co-creators, participants, volunteers and more.

LINE MANAGEMENT

The Creative Agents are line managed by the Market Place Creative Manager.

KEY DUTIES AND RESPONSIBILITIES

Leading on Local Voice

- Provide practical and creative support through a collaborative approach to shape and add to the creative programme of events and commissions delivered across the Market Place towns.
- Identify and map new key individuals and groups within the delivery area and create a strategy to work with them through the 'Local Voice' strand of Market Place.
- Work with existing Local Voice groups and individuals to ensure their input is reflected in shared decision making, commissioning and delivery of contracted-out events.
- With the Head of Project Delivery (Babylon ARTS) support a series of networking and skills development events which include those in the communities sharing their own skills.
- Mentor and support those in the communities who can make a positive contribution to their town through creative/cultural interventions
- Support artists, arts organisations, community groups and other bodies to deliver good arts practice, strong project delivery and regional audience engagement.
- Develop a wide network of relationships and skills for the delivery area that can be shared beyond the life-cycle of the Market Place projects.
- Involve participants in the action research that underpins Market Place, encouraging reflective practice in their roles.

Project Delivery

- Work with Market Place marketing representative to support the marketing of Market Place activities and of audience development activities in the region that align with Market Place priorities.
- Day-to-day project management of Local Voice activity across the Creative Agent's delivery area, including recruitment of contractors, contract preparation, budgeting, monitoring and reporting and communication.
- To continue to develop networks across the Creative Agent's delivery area to become independent, productive networks that strengthen the local arts infrastructure.
- Working with the other Creative Agent, contribute to the design and delivery, including recruitment of participants, of a broad skills development programme which creates a legacy for audience development for Forest Heath and Fenland.

- Contribute to the effective and timely communication between the Market Place team, stakeholders and partners according to the processes and timescales required by the Market Place marketing team.
- Manage project budgets in order to achieve best use of resources, to maximise income and to accurately meet projections.
- Actively engage in the research elements of Market Place, participating in their own reflective practice.
- Contribute to reporting to Arts Council England and other funding partners as required.
- Attend and report to regular Consortium meetings as required.
- Advocate on behalf of the Market Place project and attend network events and conferences as required.
- Any other management, coordination, administration work and duties as required ensuring effective delivery of the Market Place project.

NOTE:

Due to the fact that Market Place is an Action Research Project, the scope and responsibilities of this role may need to be updated or changed; this would be done in consultation with the Market Place Creative Agents.

This role will necessitate working occasional unsocial hours during evenings and weekends. Babylon ARTS operates a Time Off in Lieu (TOIL) system to enable staff to take back additional hours worked.

It is anticipated that much of this role will take place in the field, rather than office based.

Babylon ARTS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Training:		Degree level, or equivalent Project Management Training
Knowledge of:	A broad understanding of arts practice and commissioning: visual, performing, outdoors and digital arts Current practice in audience development Health & safety legislation Equal Opportunities and how this can be implemented Staff development processes	Regional and national arts networks Creative People and Places priorities and learning Fenland and / or Forest Heath regions' infrastructure Audience engagement and segmentation Arts funding and heritage funding reporting processes
Relevant Experience of:	Complex project management and strategic delivery Commissioning and managing mid-scale projects, including open air and community events Negotiating and managing contracts with artists, freelance workers, contractors, companies etc Managing detailed budgets and financial reporting Writing and overseeing Event Management plans and undertaking Risk Assessments, including presenting to Consortium and Funding committees Using ongoing learning and evaluation as a way of continuing to shape the work going forwards.	Experience of arts and cultural activity in a rural context or within market towns Mentoring and developing volunteers Management of open air and community festivals and street arts Public speaking / writing for a range of audiences Use of online financial accounting programmes
Skills and abilities	Own active artistic practice in any art form(s) Application of strong and clear judgement and decision-making Committed to community-led and audience-led programming. Willingness to bring own creative thinking and knowledge of artistic practice to develop ambition and excellence in local artists, community co-commissions, collaborations and partnerships.	Track record of working in partnership with other agencies To work on cross art form projects

	<p>To work on own initiative, prioritise and organise workload, including balancing pressure and expectations</p> <p>Communication and negotiation skills that are effective with a range of stakeholders</p> <p>Strong IT skills, including Microsoft Office and cloud-based / social media based tools</p>	
Personality	<p>Confident, professional, enthusiastic and resilient</p> <p>Able to work effectively in a team, whilst also being able to work independently</p> <p>Demonstrates energy and enthusiasm and the ability to motivate people and lead by example</p> <p>Supportive of others and able to share knowledge and skills effectively</p>	
General	<p>Willingness to work flexible hours including weekends and evenings</p> <p>Willingness to keep their knowledge about the wider CPP programme up to date and to participate in peer learning through Workplace and CPP Gatherings</p> <p>Due to the nature of the role and the locations included in the Market Place project the Creative Agent is required to have current valid driving licence and the use of a vehicle with insurance for business purposes.</p>	<p>Enthusiasm for professional development in order to achieve additional skills as this role develops</p>

The post may be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the right to request additional DBS checks at any time in the future.