

TRAINEE CREATIVE PRODUCER: JOB PACK

New Writing South are looking for a new team member.

- **Trainee Creative Producer**
- **Home-based / potential for some work in South-East England**
- **£19,500 annual salary**
- **35 hours / week.**
- **One year contract**
- **Computer / other equipment as needed for the role supplied.**
- **For those from low socio-economic backgrounds**
- **Closing date: 5pm on 6th April 2021.**

This job is part of a wider programme called the [Weston Jerwood Creative Bursaries](#), which is designed and run by Jerwood Arts. It is offered for people from low socio-economic backgrounds*. At the end of this document there is more information about how we define low socio-economic backgrounds.

There is more information about this job later on in this document. If you have any further questions, you can email us on: hello@newwritingsouth.com

WHO ARE WE?

[New Writing South](#) is a literature development organisation and a charity. We work with writers and with writing to encourage radical thinking and positive action. We make brilliant literature content and experiences that reflect the world we have and the world we want, and that help raise the profile of writing as an artform and a career. We work with writers of all kinds including poets and spoken word artists, those whose work is traditionally shared on a page, in books, or on a stage or screen.

We want to make sure many different voices and stories are heard, and to support those who are typically under-represented or less able to take part, both as artists and as audiences. We do this through running events, [festival](#), courses, [residencies](#) and [projects](#) and by working with other organisations [who think the same way we do](#). We're interested in storytelling: who is telling their story, and how, why some stories get told and others don't, and how we can actively challenge and address these imbalances.

We support people all over the South-East of England, and for a long time we were based in a small venue in Brighton. At the moment we are experimenting with being a non-space-based organisation, working remotely and flexibly. We run a lot of our activity online, and use real-life

venues when we need them. We'd love to have another venue of our own in the future, but for now we're enjoying the flexibility to work in a different way.

We are one of Arts Council England's [National Portfolio Organisations](#), and we are a registered charity, number 1092533.

WHAT IS THE JOB?

You will be part of our production and planning team, working on putting together online and real-life content and events, and working on projects in various different ways.

We'll help you get to grips with what we do, give you time to do your own thinking and listen to your ideas. We'll show you what we want to achieve and then give you the tools and training so that you can make it happen. We'll introduce you to great makers and producers, people who can develop your existing skills, and we'll give you space to work out what creative work you enjoy.

- You will be part of our small team discovering exciting and radical voices and ideas. You will use your skills and interests to help us get those voices across to audiences.
- You will be able to learn the ropes of putting on online events, and help us test out the most effective ways to show conversations between writers online.
- You will be given training and development with experienced producers of online and real-life events and activities from within our team and outside of our organisation.
- In the second half of your placement, you will be supported to design and deliver your own activity according to your interests and what you have learned or done so far. This could be online or face-to-face.
- The role will be varied and flexible depending on your skills and interests, and our changing approaches, but will have a clear focus on technical and digital skills.

Ultimately, we want someone to come along with us as we work out how to create the right platforms and opportunities for the best and most exciting writing and writers we can find, so that our programmes and events will continue to make change and inspire deep, radical thought. If you think this could be you, we'd love to talk to you.

WHO ARE WE LOOKING FOR?

You'll be a unique and talented person, hard-working and enthusiastic, **from a low socio-economic background*** and with two – five years of working experience of any sort. **You don't need to have any specific experience.**

Things you might enjoy, have skills in, or be interested in:

- Writing / reading
- Storytelling - maybe you love the theatre, or spoken word, or lyrics, or maybe you're interested in alternative ways of telling stories using digital media.
- Developing your creative and technical skills
- Making things happen for audiences, online or in real-life
- Helping us explore (and try out) new ways of producing and experiencing art
- Using media and technology, including social media to reach new and bigger audiences
- Making or editing video or audio
- Blogging, or making and editing websites
- Editing or manipulating images
- Working with people
- Understanding of our focus on supporting writers who are not adequately represented in the mainstream

HOW TO APPLY:

Tell us in your own way and your own words how you can contribute to what we do. We're interested in knowing what you *can* do, but also where you see potential in yourself. Here are some ideas for the sorts of things you might talk about (although this is just a guide, and we're open to hearing what you want to tell us):

- What you like about our work.
- What ideas you have.
- What you would like to try, or skills you'd like to develop, as a creative worker.
- What you think about putting arts experiences online.
- What you think about the changing ways people connect with the arts and each other.

You can write us an email, send us a video or audio recording (max five minutes please) or do both! We may ask you for more information, or ask you to have a virtual meeting or phone call with us to find out more about you.

Email: hello@newwritingsouth.com

When we email you back, we will ask you to fill in an Equality & Monitoring form. **This form will be confidential and the answers you give will not have any effect on your application.** Collecting this information is a requirement of the funding we are receiving to support us offering this job. We can explain how this information will be stored and used if you would like us to.

DATES TO NOTE:

Please get in touch by **5pm on the 6th April 2021**

Interviews will be held virtually on 15th or 16th April 2021

The job will start as soon as possible, by arrangement, after 19 April 2021. Please let us know when you apply if you have any holidays, prior commitments or notice period which would affect your availability to start asap.

This is a fixed-term position for one year.

ABOUT WORKING WITH US:

You will be working from your home, mostly, and keeping in touch with us by Zoom meetings. Training and planning meetings will all be done online via Zoom for the foreseeable future. Depending on your location, we may ask you to work face to face if appropriate / necessary to do so, but this would be discussed and agreed with you at the time. **Not being able to work outside of your home will not affect you being considered for this job.**

We will provide you with a computer, and any other tools or materials that you need to do your job beyond the basics (we won't provide pens and paper, but for example, if you need a plug-in microphone, we will provide you with one).

If you are selected, we are happy to discuss any [reasonable adjustments](#) or support you may need in order to be able to do this job. This includes any [access needs](#) you may have.

Further Information from Jerwood Arts about the Weston Jerwood Creative Bursaries:

This job is part of a wider programme called the **Weston Jerwood Creative Bursaries**, which is designed and run by Jerwood Arts.

Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with organisations like the one you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists

and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change.

For this reason, the Weston Jerwood Creative Bursaries programme is only for those from low socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

*What is a low socio-economic background?

If you are from a low socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and inclusion, and the actions we are advocating for, in this [Toolkit](#).

How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](#).

What will you get from the programme beyond the job?

- **Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from low socio-economic backgrounds. We call this a network of 'Fellows'. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won't be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.
- **Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network

for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.

- **Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You'll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.
- **Progression:** Throughout the programme, you'll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.
- **Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on sarahg@jerwoodarts.org or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.

The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England's Transforming Leadership Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, The National Lottery through Creative Scotland, British Council, Jerwood Arts and PRS Foundation.