

CT20

DIVERSE CULTURES FROM THE MARGINS

JOB DESCRIPTION INFO PACK

**CT20 IS RECRUITING FOR A
MULTISKILLING
CREATIVE ARTS PRODUCER**

**Fixed term part-time contract (Apr 2025 – Mar 2026)
with potential for extensions**

£12,960 – £14,400 (depending on experience)

PART-TIME: 15 hours per week

12 months part-time fixed-term

[Equivalent to £35,100 – £39,000 pro-rata]

Fee range, including flexible working environment.

£12,960 – £14,400 (depending on experience) for 15 hours per week, 12 months part-time fixed-term, equivalent to £35,100 – £39,000 pro-rata, plus legitimate expenses, with the possibility of contract extensions. The role can be freelance or PAYE, depending on the successful candidate preferences.

CT20 – our background – what you will be working on.

CT20 Projects is an Arts Council England National Portfolio Organisation (NPO) based in the heart of Folkestone's Creative Quarter, on the south-east coast of England. We are planning an inspirational year of public-engaging cultural activities in 2025/26 including hyper-local and international Audio-Visual productions in Folkestone (Kent) and across multiple online platforms, which will open to the public in 2025. There will be audio-visual productions and screenings of artist moving image works, as well as contemporary art installations within our premises and in the public realm. There will also be community-based events including public film screenings, supported by talks, events, and digital online contents to engage with diverse audiences locally and internationally.

The role we are advertising is to support this activity. The tasks you will support us to deliver include:

General Key Tasks of the role:

- Hands-on Public Events / Project Preparation, Production & Delivery
- Research & production logistics for on-location filming productions with nearby communities
- Contact relevant authorities for relevant permissions;
- Research road closures, public space etiquettes, etc. for public-facing screening events
- Digital content / online events preparation & delivery across multiple platforms
- Prepare & implement marketing plan, including physical marketing: letters to neighbours to inform them of public screenings and other invitations
- Live audience monitoring, feedback, evidence and data capture
- Production support in future exhibitions/installations

Events Production in this role may also include:

- Project site production, eg: gallery preparation
- Art / AV Installation Production
- Liaise with production team, eg: over AV creation and international project partners
- AV co-ordination, eg: digital file management
- Produce detailed production manual & call-sheets for live AV productions and on-location filming
- Event co-ordination, eg: scheduling catering and refreshments, first-aid, authority permissions, etc.
- AV Check & Operation (working with our AV technician)
- Tech check, eg: ensuring all elements can go live when required;

- Health & Safety checks, eg: ensuring materials are in safe set ups;
- Format-check & digital content online upload

Marketing co-ordination in the role:

- Events registration, such as setting up events on Eventbrite and checking bookings
- Invitation send out (digital and physical)
- Co-ordinate marketing time-table for live & online events
- Other tasks tbc depending on project needs

Post / During Live Events planning in the role:

- Digital content production, eg: recording events
- Continued Online platform monitoring and posting, eg: uploading video
- Live & digital Audience monitoring & capture
- Production preparation & support in future live events & exhibitions
- Production support in multi-media / digital content productions

Evaluation capture in the role:

- Engage with audiences, and actively gather their feedback at events and online
- Record audience data, such as figures, types, etc.
- Regular Audience data reporting (monthly)
- Regular Audience data scrape
- Regular Audience feedback reporting

Essential Qualifications, Skills and Experience for the role:

- Excellent hands-on project management / producer organisational skills
- Excellent attention to detail. Some technical knowledge would be very useful, which can relate to all kinds of live events production, planning & logistics, audience experiences and management, etc.
- Strong communications skills and awareness of alternative communication techniques
- IT literacy, with working knowledge of Microsoft Word, Excel, Google, Teams, Zoom
- Responsible, punctual & good time-management
- Cool and calm under pressure
- Enjoys a challenge and quick to pick up new skills
- Able to work independently to problem-solve
- A multiskilling approach to a job which one day may include planning, another day be about communication, the third day about budget management, and a fourth about Going Live planning, and so on

What CT20 is looking for in the role – a multiskilling approach

The key in the successful candidate is to help CT20 put together an effective activity delivery, so show us how you are an all-rounder and have a multiskilling approach to the above role. So, in your covering letter, show us that you are someone who can understand what is expected, that you have experiences in delivering some or all of the above, and so that you will be able to help CT20 to deliver our activities. Please do not be put off if you do not have all of the above skillsets or experiences – in your cover letter, please show us how you adapted to new situations, job demands and upskilled on the job. During the course of the year please be expected to learn new skills and adapt to new project needs. You will be reporting to Line Manager, Nina Shen with weekly or other meetings in person or via Zoom.

Types of industries or roles you may have worked in – you do not necessarily need a track record in the Arts.

This job description is for an outcomes-focused project delivery role with some creative aspects. For CT20, this role will suit someone with a background in organising events and their scheduling, budgeting, marketing communication, customer service, and other organising support for the users, audiences, locals, creatives, artists and participants, or experiences working with technical or audio-visual productions. You may have worked in Television, or Film/Video Production, or Charity Events, or Advertising, or Arts Events, or Logistics – this is a role suiting people from a variety of sectors. So please don't be put off if you do not have an arts background; a background in delivery of events and ensuring their associated impact - is the key!

The role day-to-day delivery will involve a hybrid blend of remote working, some in-person work and some unsociable hours during events Going Live.

Timeline of applications

Closing Date: **Mid-Night on Friday 28 Feb 2025**

Shortlisting Date: **1 – 9 March 2025**

Interview Date: **10 – 14 March 2025 (online)**

What you should do now – please apply with a Letter and CV to info@ct-20.org with the email subject line saying 'CREATIVE PRODUCER APPLICATION'. The Letter should show us:

- How you have the relevant skills set to deliver the tasks listed overleaf
- please convey how you have the experience to fulfil the role
- Feel free to answer as many as you can of the tasks lists and as specifically as you can, citing examples of previous experience in these task areas
- show us how you are an all-rounder and have a multiskilling approach to the above role
- This will show us that you are someone who can understand what is expected, and that you have experience in delivering some or all of the above,
- So show us so you will be able to help CT20 deliver this activity

What happens after you have applied:

Successful candidates will be called to interviews either via Zoom (In person interviews may be arranged after 21 March 2025).

So, please apply! Help us to deliver a year to remember, using the power of culture to transform lives, spark joy, connect people and improve wellbeing – let's do this together!

And, if you want to discuss the role in advance, please drop me a line for an informal chat!

Yours with many thanks, and looking forward to hearing from you!

Nina Shen
Director, CT20 Projects

Please tell us if you would like this information in other formats.

CT20 is committed to equality and diversity in employment. You don't have to be a graduate but we are looking for experienced people. We welcome applications from anyone who has a clear commitment to upholding and enhancing the rights of people with protected characteristics and/or from working class backgrounds, too, and we particularly encourage applications from people from marginalised groups or those not traditionally from the arts.

CT20 Projects is funded by:

