

Freelance Project Producer Brief for the Culture Trust, Luton

- Summary:** The Culture Trust - Luton is seeking to appoint Project Producer to support the delivery of its Cultural Programming and the new Luton Matters Project
- Budget:** Fixed fully inclusive fee to be included with tender (see section 5 - how to apply)
- Timescale:** December 2023/January 2024 to January 2026 (based on availability)

1. Background to The Culture Trust - Luton

The Culture Trust, Luton exists to connect the community through culture. We are passionate about sharing and promoting heritage, arts, museums, collections, local stories, histories, and creativity.

Through our programme and projects, we actively promote the value of arts and culture in creating sense of place, cultural regeneration, wellbeing, community cohesion and in improving the quality of people's lives. We provide creative opportunities and activities for young people and those from marginalised communities to inspire engagement and generate new skills and cultural interests.

We produce and present a year-round programme of activity across The Hat Factory Arts Centre, Wardown House Museum & Gallery, Stockwood Discovery Centre, and a number of creative workspaces across The Hat District. More information about the Trust is available via www.culturetrust.com.

2. Requirements of the Brief

The Culture Trust, Luton is seeking a Freelance Project Producer to support the delivery of its Cultural Programming and the new Luton Matters programme across the Hat District and the Trusts other sites.

The Producer will connect local freelancers, creatives, schools, colleges, and partner organisations to the Culture Trust's programme, along with associated skills and talent development opportunities. This is a wonderful opportunity to ensure that the Trust's creative activity meets the needs of local people and the wider creative community.

The Project Producer is an exciting new opportunity that threads together the Trust's public programme with skills development opportunities for local people, schools and colleges. It is particularly aligned to the new Luton Matters project funded by the Steel Charitable Trust.

Outputs

The Project Producer will;

- Oversee and coordinate the installation of two new major public artworks.
- Oversee the development and delivery of a new Factory Associate artist development initiative, and an associated public engagement programme.

- Actively seek out and develop opportunities to enhance and develop learning and engagement opportunities with local people and creatives.
- Support the programming of events and activity across the Culture Trust.

3. The Contract Specification

The Project Producer will report to the Head of Programmes and work with the Creative Director, Trust staff, strategic partners, artists, volunteers and freelancers as required.

Key Responsibilities

- **Project manage and coordinate the commissioning and of two major public art works** across 2024 – 2025, to coincide with two cultural momentous months celebrated in Luton: Black History Month (October) and South Asian Heritage Month (July/August).
- **Oversee Artists, Residents, Creatives and the Factory Associate artist development programme**, supporting local talent to engage with (a) the public artwork's themes and concepts (b) the public artwork's fabrication and creation (i.e. sculpting, carving, dying, etching).
- Work with the Factory Associates and residents to **design and deliver a skills development programme of courses and workshops** that engage new makers, craftspeople, early career artists, and school groups.
- Work with the Factory Associates to **design and deliver a public programme of exhibitions, talks, and pop-up activity** that engages local residents and young people, as well as new and existing arts audiences.
- Work with the Culture Trust to support the overall offer to Creatives in Luton, and via Hat Works and the Hat Factory.
- **Collaborate with Local Cultural Education Partnerships, Luton Carers Hub, local schools, colleges and heritage providers** to enhance and develop additional opportunities for cultural learning and public engagement with the Luton Matters project.
- **Work with** freelancers, casual staff and volunteers.
- **Produce reports** against targets for budgets and performance indicators for the Trust and its funders. Work flexibly and positively to achieve the objectives of the project.
- Ensure that the programme and associated activities are embedded within the overall creative programme and are in line with the Culture Trust's objectives.

Personal Attributes

- Strong organisational abilities and communication skills to be able to work as part of a team and independently.
- A commitment to achieving high standards with the resources available.
- Flexible approach to working, including the ability to work unsociable hours.
- A commitment to championing diversity at every level of the organisation with knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds.

4. Timescales

This is a freelance position on a fixed term contract starting in December 2023/January 2024 and ending in January 2026. 1.5 days average per week.

2023 dates:	
Informal discussion	Contact Tracey Sage on privacy@culturetrust.com
27 November 2023	Deadlines for proposals
w/c 11 December 2024	Meetings with shortlisted candidates and appointments made
December 23/January 24	Contract starts

5. How to Apply

Freelancers are asked to submit an application for this work. It shall be assessed against the following information which you will need to supply in one document (PDF) or bound printed submission.

Assessment area	The information you should include in your tender	% of assessment
30% COST:	A fixed fully inclusive fee for the work. Include a full break-down of annual costs - this should include day rates and other costs and relate to the outputs in section 2.	30%
70% EXPERIENCE, SKILLS & ABILITY	A letter of application, (or video) and CV demonstrating the following: <ul style="list-style-type: none"> • Experience of working in an arts and/or learning based organisation. • Knowledge of the arts and cultural sector in Luton and a passion for the area. • Experience of multi-tasking across projects. • Strong communication, presentation and organisational skills. • Ability to work independently and as part of a team. • Experience of delivering work with schools, young people, adult learners and/or across community settings • Ability to liaise, network and build positive relationships with a wide range of people and groups from small community groups to professional artists. • Ability to design and deliver activity in public/schools/community settings. • Ability to use IT, computer and digital platforms, including social media. • A commitment to achieving high standards with the resources available. 	70%

	<ul style="list-style-type: none"> • A commitment to championing diversity at every level of the organisation with knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds. • Flexible approach to working, including the ability to work unsocial hours. 	
	<p>Two references from a client or an organisation who has commissioned or employed you for work similar to this brief.</p>	
	<p>Availability to meet timescale, outlining the start and finish date</p>	
<p>Please send your submission to Tracey Sage by email to privacy@culturetrust.com, or by post to Cheryl Beattie-Bray, Head of Finance and HR, The Hat Factory Arts Centre, 65-67 Bute Street, Luton, Beds, LU1 2EY to arrive no later than 27th November 2023.</p>		