



## **JOB DESCRIPTION:** **Creative Engagement Producer**

The Creative Engagement Producer will lead on specific targeted outreach and engagement projects for Fifth Word, for specific communities primarily in the East Midlands but also nationwide; aiming to broaden and develop who we engage with and how.

They will lead on two major programmes of activity:

### **‘See Me’**

‘See Me’ is an inspirational living history project funded by the National Lottery Heritage Fund. We will recruit Muslim young women in Nottingham and train them in oral history skills, photography, filming and audio recording. Equipped with these skills they will then meet and interview inspirational women of Muslim heritage in Nottingham. They will film and record the interviews, and take portrait photographs of the interview subjects. The interviews will then be turned into an audio podcast (hosted by the young participants), which will be released weekly, launching to coincide with the opening of Fifth Word’s new touring theatre production ‘Liberation Squares’ in mid-April 2024.

We will also create an exciting touring pop-up physical exhibition, featuring a portrait image of each interviewee along with a comic illustration depicting a moment from their story, plus a QR code linking to their podcast

episode. The exhibition will tour to 5 Nottingham libraries, and will also have a presence in each venue of the 'Liberation Squares' tour over April-June 2024 (at least 7 major venues across England). The inspiring stories from the interviews will also be made into a graphic novel anthology, to be printed and made available to borrow from any Nottingham library, and also accessible online via Fifth Word's website. The recorded interviews will also be transcribed and stored in the Nottingham City Libraries community archive collection.

'Liberation Squares' is a new play by Sonali Bhattacharyya which explores the story of three Muslim schoolgirls as they are drawn into activism and try to express their individual identities, influenced by everything from graphic novels to superhero stories to real-life activists and organisers who've stood up to injustice. It premieres at Nottingham Playhouse from 12<sup>th</sup> to 27<sup>th</sup> April 2024, followed by a 5-6 week national tour.

### **'Liberation Squares' Outreach Programme**

The Creative Engagement Producer will also lead on planning and delivering the extensive wraparound participation activity that will take place alongside the premiere and tour of 'Liberation Squares'. The production will premiere in the Neville Studio at Nottingham Playhouse from 12<sup>th</sup>–27<sup>th</sup> April 2024. It then tours from late April to early June: to the North Wall in Oxford, Brixton House in London, York Theatre Royal (TBC), Birmingham Rep, Northern Stage in Newcastle, Sheffield Crucible, the Belgrade Coventry (TBC) and the Octagon in Bolton (TBC). We have 2-3 nights at nearly all venues, and a longer run of 9 nights at Brixton House. The participation activity will include at least one creative

workshop in each tour location, responding to the play's themes; post-show Q&As and panel talks; and masterclasses in developing new plays, art & activism, or comic illustration. The group recruited in the Oral History project will also be given the chance to observe and input into the process of creating the final set and costume designs for the show (responding to their specific interests).

## Brief

The freelance Creative Engagement Producer will oversee and deliver both projects above, with the support of senior Fifth Word staff and in close liaison with our key partners (Nottingham City Libraries, Nottingham Playhouse).

Reporting to: Artistic Director of Fifth Word

Responsible for: Freelance Facilitators and Artists involved in participation activity.

## Main responsibilities

For 'See Me':

- Lead on participant, interviewee and volunteer recruitment, including arranging and running community drop-in sessions.
- Further engage with the steering group of young Muslim women we recruited during earlier participation projects linked to 'Liberation Squares'.
- Research and make connections with relevant diverse community groups, regional networks and community

members who can relate to these stories; gather advice as needed on how best to support the needs of the participating individuals/groups.

- Develop relationships with key partners from the creative learning and heritage sector.
- Lead on recruiting freelance facilitators and artists for the project, including oral history specialist, filmmakers, photographer, sound designer, storytelling consultant, dramaturg, graphic designer; aiming to widen and further diversify the pool of freelance artists that Fifth Word engage with.
- Lead on all practical aspects of arranging the training workshops and the interview sessions, including confirming scheduling, liaising with facilitators, booking space as needed, ensuring technical requirements are fulfilled for filming, audio recording and photography, and any other general logistics.
- Be first point of contact for all participants, volunteers and interviewees, ensuring all necessary information is disseminated to them and they feel adequately supported.
- Produce the podcast series: coordinating the recording and editing process, and maximising opportunities for collaboration and skills-sharing between participants and professional artists involved.
- Manage and be the first point of contact for all freelancers engaged.
- Lead on all practical aspects of creating the final pop-up exhibition from the materials captured on the project.
- Liaise with all 'Liberation Squares' tour venues to arrange for the exhibition to have a presence in each

venue, and arrange the practicalities of transporting, installing and packing down the exhibition.

- Plan and coordinate the final launch event, to be attended by project participants, volunteers and interviewees, and project partners, as well as the general public.
- Support Fifth Word's Marketing Associate with the online promotion of the podcast, launch event and pop-up exhibition, including feeding into the communication & social media campaign, to reach a wide range of audiences and most importantly the communities co-creating this project.

The planning and co-ordination work can largely be undertaken remotely, but the Creative Engagement Producer will need to be present in person to oversee:

- Community drop-in sessions as part of the participant recruitment process (January)
- Participants' introductory & training workshops (Jan-March) in Nottingham
- Interview sessions (March) & podcast recording sessions (March-April) in Nottingham
- The Pop-up Exhibition launch event (April) and Liberation Squares press night (17<sup>th</sup> April), both in Nottingham

For the 'Liberation Squares' outreach programme:

- Liaise with all tour venues to encourage take-up of participation offers; liaise closely with venues re recruiting participants, linking with their existing groups/activities where relevant, arranging ticket deals for participant groups to see the show etc.
- Liaise with local schools and charities and/or community organisations in each tour location, as

needed, to offer the above activity directly to their pupils/service users.

- Work with Nottingham Playhouse and Fifth Word senior team to create an info pack for schools; lead on distributing it to schools.
- Practical coordination of the activity: including communicating with other facilitators as needed about timings, travel logistics etc; arranging dates & times of sessions; liaising with venues/schools/other partners re. space and any other practical considerations.
- Work with Fifth Word's Marketing Associate to help promote the show and participation activity to online audiences and through relevant local and national charities.
- Coordinate with Fifth Word's Artistic Director to plan the content of the school/community workshops.

It is also our expectation that the Creative Engagement Producer will be the main person to run workshops / masterclasses in the different tour locations. But we understand there may be dates they cannot make; in which case they will be responsible for recruiting other workshop facilitators to run workshops / masterclasses on the necessary dates.

Responsibilities on both projects and throughout the contracted period:

- Detailed project evaluation, including taking a proactive approach to gathering and analysing qualitative data and in-depth feedback from participants, volunteers, community groups, and audiences for the podcast and exhibition, to inform the onward legacy of the work and allow Fifth Word

to respond to groups' needs and interests with other future projects.

- Contribute to the final project evaluation reports and monitoring information.
- Ensure Fifth Word remains fully compliant with all safeguarding legislation and best practice associated with working with young people or any individuals at risk.
- Produce detailed risk-assessment of all in-person activity.
- Closely track all expenditure and ensure it remains in line with project budgets, and regularly update Fifth Word's Executive Producer regarding project finances.
- Maximise access and inclusion throughout all project activity, and share learnings to inform future projects.
- Maintain close communication with Fifth Word's artistic team.
- Act as an advocate for Fifth Word, including fostering an understanding of Fifth Word's wider work and goals and promoting these where relevant
- Undertake any other duties as may be reasonably required from time to time.

About Fifth Word: We are a leading East Midlands new writing company, dedicated to discovering, developing and producing the most exciting playwrights of today, and to working in-depth with under-served communities to empower them to tell their own stories. For more about us see <https://fifthword.co.uk/about-us/>

## Person Specification

### Essential:

- Must have experience in a similar field within the arts, education or charitable sectors
- Flexible, inventive and informed approach to participatory projects which connect to the community and respond to the ethos of Fifth Word
- Experience in facilitation, collaboration, workshop-leading or directing for youth and community groups
- A proven track record of project management in an arts setting
- Understanding of the youth and community arts, education and wider performing arts sectors in the UK
- Passion for progressing diversity, equality and inclusion within the arts
- Accomplished written and verbal skills with excellent attention to detail
- Highly organised, self-motivated and effective in planning own time, able to multi-task and to think and work independently
- Audience-focused (especially young people and people of the global majority)
- Perceptive and rigorous evaluation skills
- Confident communicator, able to remain calm under pressure, inspire trust and create great dialogue with participants and collaborators
- Able to work within all Fifth Word policies and procedures, in particular child protection and disclosure, health+safety, equal opportunities, confidentiality and data protection

### Desirable:

- Midlands-based
- Experience of engaging with Muslim women and girls



- Knowledge and understanding of the lived experiences of Muslim women and girls
- Knowledge of the local community and demographics of Nottingham
- Experience of working on oral history projects
- Experience of working with schools, academies, colleges and/or universities
- Experience of curating exhibitions
- Qualification in Community/Youth Arts or an Arts-related subject
- Experience of managing freelancers
- Connection with schools and/or other institutions in Nottingham, and with the specific communities in Nottingham that these projects are intending to reach.

We recognise that some people, particularly women and people of the global majority, often opt out of applying for a role if they don't meet all the needs of the personal specification. If you feel you don't meet all the essential requirements of this role but would still be broadly a good fit for it, please email us to arrange a call.

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition, and embed it in their day-to-day work. Our success in delivering this ambition is monitored through our Equality Action Plan.

This role requires the successful candidate to complete a Disclosure and Barring Check (if they do not have a current DBS check), and requires the receipt of satisfactory references.

## Fee and Time Commitment

This is a 12-month fixed term contract. The proposed time commitment is:

- An average 2 days/week for 6 months, Jan-June 2024, to work on the above projects while the LIBERATION SQUARES tour and accompanying exhibition are running, and to manage the immediate wrap-up of the 'See Me' project.
- An average 1 day/week for 6 months, July-Dec 2024, for detailed evaluation work on both projects, reporting on project impact, and progressing the legacy of each project; plus other work feeding in to Fifth Word's wider outreach and engagement programme (to be discussed and mutually agreed).

We are open to a conversation however about the number of days worked over each period, if the above does not fully fit with a preferred candidate's capacity and other commitments. There is also scope to potentially expand the role to work on Fifth Word's other upcoming community engagement projects, subject to other project funding.

Rate of pay will be £250/day.

It is expected that the majority of the work can be undertaken remotely, from the Creative Engagement Producer's own base. They may work to their own schedule and distribute their time as they see fit, as long as all work required for each project is completed in good time.

## How to Apply

We'd like you to apply for this role in a way that feels most comfortable for you. Please either send us a cover letter/email of no more than one page, or a video or audio recording of no more than 5 minutes, outlining why you are interested in this role and how your skills are suitable, along with your CV, to [info@fifthword.co.uk](mailto:info@fifthword.co.uk). Please send videos in .mov or .mp4 format; please send audio recordings in .wav or .mp3 format. Please also complete our online [Equalities Monitoring Form](#).

**The deadline for applications for the role is 12 noon, Tuesday 12<sup>th</sup> December.**  
**Interviews will take place on 14<sup>th</sup>/15<sup>th</sup> December over Zoom.**



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