**Assistant Producer**

**and Weston Jerwood Creative Bursary Fellow**

**Job Information and Application Pack**

Salary £19,500-£22,000 Pro-Rata

Part-time (4 days a week)

12 month fixed contract

Deadline for application: midday, Friday 12th March

OCM believes that music is for everyone but we recognise that sometimes the opportunity of working in the cultural sector is not equally available to all. OCM has joined the Weston Jerwood Creative Bursary Programme to take some action to help address this, and we are offering a new opportunity to work with our team for a year as Assistant Producer.

If you have a passion for music, would love to work within an arts organisation, and have experienced barriers or disadvantage to pursuing a career in the cultural sector then this job could be right for you.

For OCM, this is a chance for us to have a new voice in the team with a different perspective and connections in the community and to help us bring about positive change. For you this will be a step up or into the cultural sector, a place from which you’ll be able to learn, develop, explore and realise your ideas.

**About OCM**

OCM creates live music and sound-based events in Oxford and beyond. We aim to give as many people from as many backgrounds as we can the opportunity to experience live music or make music.

Our events are sometimes in music venues and sometimes in unusual buildings, or outdoors. We create events for both small audiences and for thousands of people.

We work with inspiring musicians and artists who create new music and sound experiences, and talented workshop leaders with a gift for teaching others. Our events happen throughout the year.

We are a small team (5 people) creating an ambitious programme of activity. We work together very closely and all help to shape and steer the organisation and its activities. Our office is based in Oxford (Headington) but we’re all working from home due to the current Covid-19 pandemic until we can return to our office (hopefully at some point during 2021).

Along with 49 other organisations OCM is taking part in the Weston Jerwood Creative Bursary Programme this year. It is a chance for us to help address the imbalances of opportunity that exist in our sector and to make our workplaces reflective of society as a whole with a true diversity of ideas and lived experiences.

**About the job**

This role is the perfect jumping off point for someone wanting to pursue or further their career in music and the cultural sector.

We’re looking for someone who is passionate about music and about giving local people the chance to make/experience new music, who enjoys new challenges and learning new things, who’s interested in local communities, who has local networks within communities that have a vibrant music scene (or has experience working in community settings), and who’s good at making connections with people. We’re also looking for someone who can generate ideas for events and activities.

One of our key aims in the coming months and years is to connect more deeply with our local communities. We want to produce events and activities that are relevant for people from all backgrounds. We want to give even more people the chance to experience and make music. This role will be key in helping us to achieve these aims.

By the end of the year you will have helped to deliver live events, project managed an event, and supported the organisation to make new and better connections with communities.

It’s important that the person we choose for the role wants to pursue a career in the cultural sector and wants to engage with the Weston Jerwood Creative Bursary programme (a learning and mentoring programme that is also part of this role). See Appendix B for details.

The job will include some evening and weekend work, with time given in lieu to compensate.

OCM actively strives towards equal opportunities for all and diversity in all areas of its activity, and positively welcomes applications from disabled people and people of any ethnicity, age, belief, sexuality, and gender. We also welcome applications from people with no higher education background.

**Job Details**

This job will gain experience of many elements of the organisation’s activity and during the course of the 12 months will include parts of the following:

Assisting in the planning and delivery of live music events:

* Working with the Programme Producer to research and book musicians, and help to produce a programme of live gigs and concerts across the year;
* Assisting our team to produce new commissions and projects;
* Assisting the team to run live events;
* Project managing one new commission during the year.

We do not expect all suitable candidates to have experience of project management – you will be supported to develop your skills in this area.

Assisting in the planning and delivery of our education and workshop activities:

* Supporting our Education and Outreach Officer to carry out workshops;
* Research into where there is a need for music activities in local communities;
* Make new connections and relationships to help establish new programmes of activity.

Assisting in the marketing and promotion of events:

* Create and deliver marketing action plans;
* Secure press coverage;
* Create digital content for upcoming activity and maintain social media activity;
* Create and distribute marketing print;
* Nurture digital audiences.

Connecting and networking with local communities:

* Desk research about geographic areas and communities in the city/county;
* Find key community contacts and nurture new relationships.

**Essential skills and experience:**

* 2-5 years of experience of work since leaving education and experience in creative activities (this can include your own creative activities and skills within or outside of your education or day job, and can include skills from a different sector that would be relevant to this role);
* A passion for music and live music events;
* An interested in connecting people through exciting experiences, improving people’s/communities’ lives and wellbeing, and an open mindedness;
* Having local networks, or having experience in establishing local networks;
* Ambitious to learn new skills and pursue a creative career (including participation in the Weston Jerwood Fellowship professional development programme);
* Confident in meeting new people and making new connections with people;
* Interested in people from all backgrounds and their lived experiences;
* Good at problem solving;
* Good at working in a busy and varied role;
* Self-motivated and able to work well on your own;
* Good at working with a team;
* Calm under pressure;
* Having the legal right to work in the UK;
* Not still in full time education (12 hours or more formal study a week).

**Desirable skills and experience (but not essential):**

* Experience with Microsoft Word and Microsoft Excel;
* Enjoying, and having experience in, using social media;
* Previous experience in a customer facing role (in any industry).

**More Details to help you with your application**

We’ve put together some questions that we think you might have and some answers that will hopefully be helpful. Take a look at Appendix A.

**Open day via Zoom**

We’ll be holding two open days via Zoom for anyone who’s interested in this job and would like to meet the team and ask us any questions about it.

These will be held on:

Sunday 28th February, 10am

Saturday 6th March, 6pm

You’ll just need to download the Zoom app onto your smartphone or computer and click on this link to join:

<https://us02web.zoom.us/j/88299533857?pwd=blluMXRrTFVpdWNsUGtqVjZySUxIQT09>

If you can’t join us on the open day or don’t have access to your own smart phone or computer, you are very welcome to email Vic (victoria@ocmevents.org) to talk to us about the job before you apply.

**How to apply**

To apply for the role, please send us:

* an up to date **CV**;
* a **cover letter** (up to 2 A4 pages);
* a completed **Monitoring Form** (see Appendix C - this form will not form part of the selection process but is a necessary part of the application documents);
* a completed **Eligibility Form** (see Appendix D).

In your cover letter, please answer these questions:

* Why would you like this role and is there anything you would like to achieve by taking the role?
* Why would this job be important for this stage of your career?
* What experience do you have (through work or outside of work) that would help you to do this job?
* What creative/music experience do you have in and/or out of work?
* Describe a music experience that has really inspired you.

You can submit a video (up to 4 minutes) or have an informal interview instead of writing a cover letter if you would prefer.

Please email your CV, cover letter, Monitoring Form (Appendix C) and Eligibility Form (Appendix D) to Vic at victoria@ocmevents.org.

Your application and data will be stored securely and confidentially, in line with GDPR and PECR. See our Privacy Policy for full details on how we handle data [www.ocmevents.org/privacy-policy](https://www.ocmevents.org/privacy-policy)

**The application process**

Once you have submitted your application we will get back in touch about a week after the deadline to let you know if you have been selected for the shortlist.

If you are in the shortlist, you will be invited for an interview.

We will ask you to complete an access questionnaire to ensure that we can accommodate any needs you may have for the interview.

One of our staff team will call you ahead of the interview for a short conversation to make sure you feel comfortable in the interview and to answer any questions you may have.

The interview will be held via Zoom and you will be asked to do a 5 minute presentation. We will give you the details of the presentation and the interview questions before the interview. If you do not have access to a computer, we will discuss an alternative arrangement.

You will be given a financial contribution of £20 for attending the interview to cover any costs you may incur such as time away from your current job, or childcare.

**Appendix A**

**FAQs**

**What skills from a different sector might be relevant to this role?**

* Customer facing roles, such as working in a shop or a restaurant, receptionist;
* Admin work, such as personal assistant, support staff;
* Community support roles, such as working as a youth worker, working at a community centre, supporting a youth group etc.

**What experience outside the workplace might be relevant to this role?**

* Organising your own events (gigs, community theatre, charity fundraiser, celebration event);
* Creating and performing your own music and / or attending gigs, concerts, theatre etc;
* Volunteering for a charity organisation or for a community group.

**What counts as creative/music experience?**

You can think broadly about this. It could include your music collection / playlists, experiences from school, playing musical instruments or creating your own music, organising music events for friends / work, involvement in community music activities/events, DJing / MCing. Or it could be something else that’s not in this list – these are just a handful of examples.

**What is a ‘sound-based event’?**

This is an event that is not what you might describe as conventional music, but it uses sounds to create an experience. This can include field recordings (recordings of the sounds around us). Often a sound-based event has other visual elements such as a sculptural element, or a theatrical element. If you’re interested in finding out more, you can look at the work or some of our Associate Artists like [Ray Lee](https://www.invisible-forces.com/), [Felicity Ford](https://www.knitsonik.com/), or [Mark Anderson](https://markanderson.eu/).

**What if I can’t work from home?**

We know that it’s not easy for everyone to work from home – sometimes there isn’t the space, sometimes it feels isolating. If you can’t work from home then we can arrange for a ‘hot desk’ in a shared workspace such as [Makespace](https://makespaceoxford.org/). We very much hope that we will be able to use our office again at some point in 2021 when it is considered safe to do so again. Whether working from home or working in the office, OCM will provide all of the equipment that you will need to fulfil your role, including a laptop and if necessary a phone or contribution towards mobile credit and contribution to energy bills if they increase due to home working.

**What is the Weston Jerwood Creative Bursary programme?**

See full details about the scheme in Appendix B.

**Appendix B**

**Weston Jerwood Creative Bursaries Programme 2020-22**

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](https://jerwoodarts.org/).

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 the organisation 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](https://www.equalityhumanrights.com/en/advice-and-guidance/employers-what-positive-action-workplace) 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 lower 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 lower socio-economic background?

If you are from a lower 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 lower socio-economic background might identify themselves with are working-class or benefit-class. If you are from a lower 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 the actions we are advocating for in this [Toolkit](https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2017-19/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 [jerwoodarts.org/apply-weston-jerwood-creative-bursaries/](https://jerwoodarts.org/apply-weston-jerwood-creative-bursaries/)

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 lower 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**](https://www.peoplemakeitwork.com/), 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**](https://arts-emergency.org/)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](https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2020-22/stories/)). 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.

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*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, Creative Scotland, British Council, Jerwood Arts and PRS Foundation.*

**Appendix C**

**Monitoring Form**

The data you give us will also be used for the evaluation of the Weston Jerwood Creative Bursaries programme by Jerwood Charity (trading as Jerwood Arts). Applicant data in anonymous aggregate form will be passed on by OCM and held according to Jerwood Arts' Privacy Policy.

Please include this completed form along with your application. This form will be detached from your application and will not be included when we assess your application.

**Please underline your answers to multiple choice the questions below.**

|  |
| --- |
| 1. **Where are you currently based?**
 |
| * East Midlands
* East of England
* London
* North East
* North West
* Northern Ireland
* Scotland
* South East
* South West
* Wales
* West Midlands
* Yorkshire and the Humber
* Prefer not to say
 |
| 1. **How would you describe your gender?**
 |
| * Female
* Male
* Non-binary
* Prefer not to say
* Prefer to self-identify (please write in space below this list)
* Not known
 |
| 1. **What is your age range**?
 |
| * 0-18
* 18-19
* 20-24
* 25-34
* 35-44
* 45-49
* 50-54
* 55-64
* 65+
* Not known
* Prefer not to say
 |
| 1. **How would you describe your ethnicity?**
 |
| * Arab
* Asian or British Asian – Indian
* Asian or British Asian – Pakistani
* Asian or British Asian – Bangladeshi
* Asian or British Asian – Chinese
* Asian or British Asian - Other Asian background
* Black or Black British – African
* Black or Black British – Caribbean
* Black or Black British - Other Black/African/Caribbean background
* LatinX
* Mixed - Asian and White
* Mixed - Black African and White
* Mixed - Black Caribbean and White
* Mixed - Other mixed/multiple ethnic background
* White – British
* White – Irish
* White - Gypsy or Irish Traveller
* White - Other White background
* Any other ethnic background
* Not known
* Prefer to self-identify (please write in space below this list)
* Prefer not to say
 |
| 1. **Do you identify as disabled or do you have a long-term health condition?**
 |
| * No
* Yes - Blind/Visual Impairment
* Yes - d/Deaf/Hearing Impairment
* Yes - Learning difficulty
* Yes - Mental health
* Yes - Mobility
* Yes - Speech impairment
* Yes - Other disability
* Yes – Prefer to self-describe (please write in space below this list)
* Prefer to self-describe (please write in space below this list)
* Prefer not to say
 |
| 1. **How would you describe your sexual orientation?**
 |
| * Bi Man
* Bi Woman
* Gay Man
* Gay Woman/Lesbian
* Heterosexual/Straight
* Queer+
* Prefer not to say
* Prefer to self-identify (please write in space below this list)
* Not known
 |
| 1. **Is your gender identity the same as the one assigned to you at birth?**
 |
| * No
* Yes
* Prefer not to say
 |
| 1. **What is your religion/belief?**
 |
| * Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Non-religious (Atheist, Humanist etc)
* Sikh
* Prefer to self-describe (please write in space below this list)
* Prefer not to say
 |
| 1. **Do you have caring responsibilities?**
 |
| * No
* Yes – primary carer for a child or children under the age of 18
* Yes – primary carer for a child or children with disabilities
* Yes – primary carer for an adult or adults with disabilities
* Yes – primary carer for an older person or persons
* Yes – secondary carer
* Prefer not to say
 |
| **Socio-economic Background** |
| The arts and cultural sector has started to look for ways to address socio-economic inequality alongside the characteristics protected by The Equality Act 2010. To improve the sector's ability to address this, it is important to capture information about people's backgrounds. We would therefore like to ask you a few questions about you and your parents or caregivers.The questions and categories below are matched with the Labour Force Survey and have been developed for Jerwood Arts’ programmes in this area including the Weston Jerwood Creative Bursaries and are endorsed by Arts Council England and the Bridge Group. |
| 1. **What type of school did you go to?**
 |
| * A state run or funded school – non-selective
* A state run or funded school – selective
* Independent/fee paying school
* Independent/fee paying school on a scholarship
* Prefer not to say
 |
| 1. **Were you eligible for Free School Meals at any time during your school years?**
 |
| * Yes
* No
* Not applicable (finished school before 1980 or went to school overseas)
* Don’t know
* Prefer not to say
 |
| 1. **What is your highest qualification?**
 |
| * No formal qualifications
* Secondary School level
* ESOL/ Literacy qualifications
* Further education (AS, A level, Diploma or NVQ level 2/3)
* Higher education (Graduate)
* Higher education (Postgraduate and Doctorate)
* Vocational training
* Prefer not to say
* Other (please write in space below this list)
 |
| 1. **What was the highest level of academic qualification of your parents/care givers?**
 |
| * No formal qualifications
* Secondary School level
* ESOL/ Literacy qualifications
* Further education (AS, A level, Diploma or NVQ level 2/3)
* Higher education (Graduate)
* Higher education (Post Graduate and Doctorate)
* Vocational training
* Not known
* Prefer not to say
* Other (please write in space below this list)
 |
| 1. **Please think about your parent(s) or other primary caregiver when you were around 14 years old. What kind of work did this parent/caregiver do?**
 |
| * **Unemployed / never worked**
* **Routine manual and service occupations** e.g. van driver, cleaner, porter, waiter/waitress, bar staff
* **Semi-routine manual and service occupations** e.g. postal worker, security guard, machine worker, receptionist, sales assistant
* **Technical and craft occupations** e.g. fitter, plumber, printer, electrician
* **Clerical and intermediate occupations** e.g. secretary, nursery nurse, office clerk, call centre agent
* **Middle or junior managers** e.g. office manager, warehouse manager, restaurant manager
* **Modern professional occupations** e.g. teacher, nurse, social worker, artist, musician, software designer
* **Traditional professional occupations** e.g. accountant, solicitor, scientist, medical practitioner
* **Senior managers and administrators** e.g. finance manager, chief executive, director
* **Prefer not to say**
* **Prefer to self-describe** (please write in space below this list)
 |

**Please submit this form with your application**.

**Appendix D**

**Eligibility Form**

To be eligible for this role you must have experienced financial and / or social barriers to getting a job in the creative industries.

To identify as having faced economic and social barriers to working in the sector ​people may typically have experienced two or more of the following:

* Attended only state-funded school or college;
* Eligibility for free school meals at secondary school;
* The first generation to attend higher education in the family;
* Growing up in a household where at age 14, the primary carer held an occupation
	+ that can be described loosely as unemployed;
	+ or routine manual and service occupations e.g. van driver, cleaner, porter, waiter/waitress, bar staff;
	+ or semi-routine manual and service occupations e.g. postal worker, security guard, machine worker, receptionist, sales assistant.

(these are example jobs rather than a comprehensive list. Other jobs may also be relevant – feel free to ask if you’re not sure.)

We realise that this eligibility can be difficult to articulate, and you may be unsure whether you fit the criteria. If you are unsure and would like to discuss further please feel free to contact Victoria Larkin (victoria@ocmevents.org)​ and she will email you back or arrange to call you if you prefer.

**Please underline which of the following statements is relevant to you:**

* **I have** experienced financial and / or social barriers to getting a job in the creative industries.
* **I have not** experienced financial and / or social barriers to getting a job in the creative industries.

**Please submit this for with your application.**