

# Producer –Freelance Brief

March 2023

Short term freelance position – 2.5 days per week for 2 months (March-May 2023) initially with possibility of extending the contract. Starting as soon as possible.

Daily rate is dependent on experience (guideline: daily rate of £250).

Our Director is currently off work due to ill health and it is envisaged she will have a phased return to work at some point in the spring/summer. This short term role will enable OCM to continue delivering against key objectives in her absence. It is expected that the contract hours will be reduced if the role is extended to support this phased return to work.

OCM is a close-knit team with all team members taking a hands-on approach, including the Producer.

The role would suit an experienced Producer who has both local and national arts and music/arts contacts, has experience in producing work outside of conventional arts venues (i.e. outdoors / non-arts spaces), and has a successful track record in fundraising and partnership working. Experience in producing music/sound based work and outdoor events is preferable but not essential – producers with other performing arts backgrounds will be considered.

The Producer will report to the Acting Director/Director, and will work closely with her and the OCM team. The team currently has a hybrid working model - largely remote working with some office working. The Producer will be expected to attend meetings with the team and partners in Oxford and beyond as required. OCM has an office in Oxford, which would be available for the Producer to use.

We welcome and encourage applications from people under represented in the arts sector, in particular people who are D/deaf and/or disabled, neurodiverse, from the Global Majority, and/ or from working-class backgrounds. By Global Majority we mean African Caribbean, South Asian, Southeast Asian, East Asian, Middle Eastern, Arabic Diasporas, as well as Indigenous communities. Degree level qualifications are not a requirement to apply.

## Responsibilities

The scope of this role includes OCM's commissioning, projects, fundraising and talent development activity. Projects planned for the next 12-18 months are: a medium to large scale commission on the theme of climate change, a small to medium R&D project (with public presentation), a small to medium project within the Jerwood Jazz Encounters programme, and Boom – our talent development programme offering artists professional development to make work outdoors, unusual spaces, or the digital realm. Each of these projects has fundraising targets for their delivery.

### Artistic Producing

- Develop and produce new commissions and projects;
- Plan and deliver open calls for project proposals, including participation in publicising open calls and in the project selection processes;
- Research artists for OCM's commissioning work;
- Work with the OCM team to ensure the commissions/projects meet the organisation's strategic aims;

- Create co-commissioning / presenting partnerships with arts and non-arts organisations both locally and nationally;
- Work with the Acting Director/Director to create and manage commission and project budgets.

### **Talent Development**

- Planning and delivery of OCM's annual talent development scheme, Boom (due to begin in July 2023);
- Work with the OCM team to update the application documents;
- Deliver and manage the open call for applications to successfully fulfil our strategic aims for the scheme;
- Work with the team to select the 2023/4 Boom Fellows (including participation in interviews);
- Work with the Acting Director/Director to plan and deliver the first Boom Gathering;
- Mentor Boom Fellows.

### **Fundraising (shared with Acting Director/Director)**

- Work with the Acting Director/Director to make applications and secure new sources of funding;
- Build relationships with previous, existing, and potential funders and individuals with a view to prospective funding, sponsorship and donations;
- Nurture and negotiate co-commissioning financial partnerships.

### **Strategic Development, Reporting and Compliance**

- Contribute to reports that OCM is obliged to create for the Board of Trustees, its funders and stakeholders in collaboration with the Acting Director/Director;
- Report to the Board and attend their meetings as required;
- Work closely and maintain relationships with colleagues in partner organisations and agencies;
- Ensure all work is delivered to the organisation's strategic aims, activity plan targets, budgets, and policies.

The Producer will also be required to undertake any other responsibilities as may from time to time be required by the Acting Director/Director or Board of Trustees.

## **Person Specification**

### **Essential skills, experience and attributes:**

- Excellent project management skills;
- Ability to deliver manage multiple projects to multiple deadlines;
- Experience in managing an open call process for project proposals;
- A hands-on approach to the producing work;
- Experience in creating and managing project budgets;
- The nature of OCM's work means that this role is fast-paced. An ability to juggle the various areas of the role simultaneously is essential.

### **Desirable skills, experience and attributes:**

- Successful track record of fundraising from trusts, foundations, local authorities and other grant giving organisations;

- Contacts and networks with the outdoor arts sector (festivals, programmers, producers);
- Experience in mentoring artists;
- Knowledge and understanding of technical needs and permissions/licenses to produce/present work outdoors;
- Experience in producing work outside of traditional performing arts spaces (outdoors, unusual spaces, digital realm);
- Experience in producing music / sound based work.

## **Our Mission**

To develop and present exceptional new music and sound-based live events which engage diverse local and national audiences and deepen understanding and appreciation of musical cultures from within the UK and worldwide.

OCM's raison d'être is to bring artists and audiences together in ways that create memorable and meaningful experiences for all.

We aim to do this by:

- Supporting artists in their creative development;
- Forging inspiring partnerships that cross conventional boundaries within music, the arts and beyond the arts;
- Presenting work in the UK and abroad;
- Developing innovative approaches to presentation and interaction;
- Developing participative projects with schools and community groups that nurture skills and offer personal fulfilment.

## **How to apply**

Please reply by email with a covering letter and CV to Victoria Larkin (Acting Director) [victoria@ocmevents.org](mailto:victoria@ocmevents.org) no later than **Monday 20<sup>th</sup> March 2023, midday**.

Please also send a completed Equal Opportunities form.

## **Privacy**

The equal opportunities monitoring form is completed anonymously and detached from the applicants CV and letter of application on receipt of the application in order to retain anonymity. The application email is then deleted to remove any record linking the application and the equal opportunities monitoring form.

For more information about how we use and store data visit [www.ocmevents.org/privacy-policy](http://www.ocmevents.org/privacy-policy)