



Creative Producer (freelance)

Terms: Freelance role for 1-2 days per week

Job Title: Creative Producer

Reporting to: Director

Location: Homeworking, with option to work in Brixton office

Fee: £250 per day

Duration: February to April 2024 initially with the option to extend

About Oxygen Arts CIC

Oxygen Arts is a creative production agency specialising in targeting and working with diverse communities. We connect global majority communities across the 'Black Atlantic' to create art that explores the issues that impact their lives, enables them to speak their truth, and drives equity within the creative industries.

Oxygen Arts creates uncompromising art with people from the global majority that connects communities, challenges the systems that are failing us, and celebrates excellence, in the UK and abroad.

To achieve lasting change, we believe that challenge needs to come both from within and outside of the system. We are proudly placed apart from the mainstream media industry, looking to create and support independent projects with others on the 'outside' who have traditionally struggled to find their audiences and speak their truth.

Over the past three years, we have developed the landmark [Black British Ballet project](#), produced the Windrush themed film [Two and a Half Questions](#), and worked directly with over 200 people in the UK and Grenada to help them to explore and share their stories, with audiences totalling over 2000 people.

We are a small organisation, with two full time staff who are directors of the company, with a further two directors in place. Flexibility is core to our working practice, and we welcome all options for when and how the stated hours may be worked.

ABOUT THE ROLE

Oxygen Arts is seeking a personable, proactive, and committed Creative Producer with excellent project planning, administrative, fundraising, financial and communication skills. They will have a strong ability to conceive, plan, manage and realise projects and liaise with external clients and industry professionals in a way that best represents the organisation.

This is a freelance role for 1-2 days per week to work as part of a team to manage a range of projects including commissions, funded and independent projects as well as fundraising. All taxes remain the responsibility of the freelancer.

This job description is a guide to the nature of the work required of the Creative Producer and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

ROLE AND RESPONSIBILITIES

PRODUCING

- Working with the Directors to deliver a range of film, exhibition and creative projects, some in partnership with young people
- Work with the Director to draft and reconcile project budgets
- Manage project schedules, communications, contracts and partner relationships.

DEVELOPMENT

- Seek out, write, and manage fundraising applications for projects and core funding
- Review and summarise data from evaluations for fundraising applications
- Compile and submit funding reports.

Person specification:

Essential

- An extensive knowledge of working with global majority communities, either in a personal or professional capacity, a strong understanding of how structural racism operates and a demonstrable commitment to challenging inequality
- Excellent people management skills with the ability to liaise between project partners, funders, artists, young people, practitioners, and Oxygen Arts
- Proven ability to multitask, adapt and prioritise a complex workload with high attention to detail
- High level of self-motivation and the ability to work on your own initiative
- An enthusiasm for the arts, especially working with communities who do not usually participate in arts activity
- At least 12 months relevant work experience managing creative projects across a range of art forms
- At least 12 months relevant work experience of fundraising
- Experience of writing fundraising applications to ACE, Trusts and Foundations
- Excellent written and verbal communication skills with excellent attention to detail
- Strong IT skills, familiarity with Microsoft Office, especially Excel and G-Suite
- Budget management and strong numeracy skills
- The ability to work under pressure and to deadlines
- An understanding and appreciation of Oxygen Arts's work.

HOW TO APPLY

Your application needs to clearly identify and evidence how your knowledge and experience meet the requirements of the job description and person specification.

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate, so please send us your CV (no more than two pages) along with one of the following:

- A cover letter (no more than 800 words)
- Presentation (PowerPoint or Google Slides)
- Link to a short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

Please send the above to marsha@oxygenarts.com. If you would like to have an informal discussion about this opportunity, please also contact us on this email address.

Closing date: Monday 5 February, 10am

Interviews: w/c 5 February 2024

We actively encourage people from a wide variety of backgrounds, experience, and skills to join us and influence and develop our working practice. We are particularly interested in receiving applications from individuals from the global majority.