

Job description

Job title:	Creative Learning Producer		
Department:	Public Engagement, Communications and Curatorial	Contract:	12 Month FTC
Reporting To:	Public Engagement Manager	Hours per week:	37

1. Job purpose

To creatively develop the public programming offer to support our exhibitions, enhance community engagement, offer a range of learning opportunities and drive visitors to our sites.

2. Dimensions

- Produce projects on time and on budget
- Deliver the relevant yearly targets and projects outlined in the Public Engagement Operational Plan
- Deliver the relevant yearly targets as outlined in the YMT Annual Plan
- Deliver the relevant targets and projects outlined in the yearly York Art Gallery Public Programming Plan
- To be responsible for overseeing a yearly programming budget in the range of £50,000

Contributing to the Learning Team target KPIs:

Adult programme participants	8,000 - 10,000
Total school children served	30,000 - 40,000
Total CYP visits within general admissions	120,000 - 130,000
Family Programme Participants	220,000 - 230,000

3. Principal accountabilities

- Create and deliver innovative high impact public programming activities at each of our sites to enhance the core museum and exhibition programme offer, deepen audience engagement and increase visitor attendance in line with YMTs strategic priorities.
- Draw on the very best of theatre, arts and cultural programming to deliver a step change in our approach to public programming, introducing high quality partnership and commissioning practice to significantly increase our reach.
- Work in partnership or co-creating/co-commissioning projects with creative agencies and communities to pioneer new ways of interpreting our collections, engaging audiences and diversifying perspectives in line with YMT strategic priorities.
- Develop YMT's family friendly reputation and support YMT taking a leadership role as an ACE NPO in family friendly delivery.

- Support the delivery of the formal learning programme, working closely with the Schools Learning Producer to ensure the programme is fit for purpose.
- Work with the Curatorial teams to develop excellent audience focussed Interpretation and ensure that audience engagement and learning is considered at every stage of the project.
- Deliver programming that offers alternative voices and perspectives on the core museum and exhibition offer, working with partners, individuals and community groups.
- Embed meaningful evaluation throughout the public programme, building our knowledge and understanding of our audiences and shaping a programme that meets visitor's needs and exceeds their expectations.
- Work with the Volunteer Team to grow the volunteer programme at YMT and ensure volunteering is meaningfully embedded in the work we do.
- Supervise casuals and work placements as part of project management.
- Source fundraising opportunities to support delivery of the Public Programme Promote and develop equality and diversity in line with YMT Equality Statement.

Other duties

- Ensure the Trust's Safeguarding policy and reporting procedures, and Health and Safety requirements are followed.
- Other duties may be required from time to time which are consistent with the grading of this post

4. Key performance measures

Projects completed on time and within budget

Team KPIs

Positive feedback from public

Positive evaluation from projects with community groups and key partners

Positive evaluation collected during exhibitions

Number of formal workshops booked

Number of informal workshops booked

5. Knowledge, skills, experience and behaviours

Knowledge

- Educated to a degree level in a relevant subject or comparable experience in a relevant field
- Knowledge of formal and/or informal learning practices in informal settings

Skills

- Strong organisational skills.
- Ability to manage time effectively
- Effective problem-solving skills

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- Excellent communication skills, both written and verbal
- YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:
 - Digital recording – e.g. photography, sound, video
 - Social networking – e.g. twitter, Facebook

Experience

- Experience of arts / cultural commissioning for the public
- Experience of producing high quality interpretation, theatre or digital engagement activities in a cultural, heritage or museum setting
- Experience of creating public events for at least one of the following: families, young people or schools
- Experience of planning, managing and reporting against budgets.
- Production management experience.
- Creative partnership working and / or co-commissioning experience.

Behaviours

- Willingness to maintain creative and open-minded outlook
- Ability to work flexibly and as part of a team
- Ability to work on own initiative
- Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role.

6. Key relationships

Public Engagement team

Curators

Marketing and Communications team

Visitor Experience team

Fundraising Manager

Visitors and community groups

Creative practitioners across York and beyond

Educational organisations

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7. Organisation chart

