

Ahmed Iqbal Ullah Education Trust

Particulars of Appointment:

Community Producer

Reports to: Head of AIUET

Organisation Unit & Location

Ahmed Iqbal Ullah Education Trust, Manchester Central Library

Salary Grade 5.4 (£30,942 pro rata) adjusted to 2020 rates

Hours per week 25

Duration Fixed term until August 2021 (and further, subject to funding)

Overview of the project

As our National Lottery Heritage Fund supported three-year project (which sought to increase diversity in archives) comes to an end we want to ensure that the legacy and learning of Phase 1 and 2 are embedded into our practice and continue to inform sector wide change. This additional funding for Phase 3 also acknowledges that Black, Asian, Refugee and Migrant communities have also been disproportionately impacted with COVID-19. Many groups that we have worked with are struggling with higher levels of bereavement and critical illnesses in their communities, as well as absorbing a higher economic impact of job loss and loss of small businesses that are at the heart of many communities. For many right now, heritage activities are not a priority. However, we believe that continuing to maintain and invest in those relationships by co-developing heritage engagement activities and supporting groups and individuals to participate by providing training and leveling the playing field with regards to digital skills and tools, we will enable some groups to continue and build on their heritage work.

Role Overview:

All our collecting is powered by the stories of the communities we work with and we know that there are still people we are not reaching and whose stories remain untold. We are looking for an extremely organised community producer to develop, commission and deliver new community-led creative responses exploring Black, Asian and Refugee and Migrant community experiences of COVID-19.

You will be a culturally competent and empathetic producer with a proven track record of working creatively with marginalised communities to help groups and individuals develop their creative ideas. You will be a highly competent multi-tasker and team player who has strong communication and relationship building skills with

the ability to work sensitively with a diverse range of stakeholders adjusting your approach as appropriate.

An enhanced DBS disclosure will be required for this role.

Please return your completed application form to rrarchive@manchester.ac.uk

Job description

Key Responsibilities, Accountabilities or Duties

- To work closely with the COVID-19 Collection project manager and the wider team to develop a programme of activity that supports the collecting of experience and builds long term trust and relationships with Black, African, Arab (North African/Middle Eastern), South Asian, South East Asian, Latin American, refugee and migrant communities across Greater Manchester.
- To develop, plan, produce and present creative activities, supporting community groups and participants to contribute, develop skills and share their experiences throughout the process that builds on the legacy of AIUET's community heritage work
- To ensure that these plans take into account the needs of different communities or individuals participating to provide inspiring, safe and enjoyable creative experiences
- To attend team and other meetings as required and provide project updates for the AIUET website and blog.
- To manage producing budgets as agreed with the project manager and work within the organisation's agreed financial governance procedures
- To ensure that all activity for which the Community Producer is responsible for is properly evaluated and that the necessary information is available for monitoring and evaluation
- To manage any volunteers or freelancers as and when required to support the creative outputs
- To work closely with local communities, creative practitioners, Archives+ partners and other collaborators as required, to ensure the project is supported by and engages with key stakeholders meaningfully.
- To assist in the design of project outputs, including short booklets and exhibitions, including helping community groups to identify themes, select material (visual, oral, moving image, text) and prepare it for exhibition or appropriate sharing, to ensure dissemination of findings.
- To organise and host showcasing and sharing events and develop outreach activities with the wider general public.

Person specification

Essential:

Knowledge

- A strong and in-depth understanding of working with diverse communities, with arts and culture from a diversity of communities, and with a range of different art forms
- Awareness of, and commitment to the mission and values of the AIU RACE Centre and Education Trust with a good understanding of anti-racism and activism
- An understanding of person centred/community led production
- Knowledge of the Black, Asian, Migrant and Refugee community & voluntary sectors and a high awareness of the needs of different communities
- Understanding of how COVID-19 has affected BAME communities and how their experience is shaped by this
- Interest in and willingness to learn about archives/heritage/oral histories in a contemporary collecting setting
- Knowledge of standard IT software including MS Word, Excel, PowerPoint, Outlook and social media platforms

Skills

- Effective oral communication skills including the ability to establish and maintain positive relations with a wide range of organisations and individuals, using tact and sensitivity.
- Effective written skills including the ability to present Information in a clear and concise manner for small publications, reports, blogs and for the website.
- Ability to work on own initiative and determine own and multiple priorities and meet deadlines
- Ability to work effectively within a team to lead, manage and motivate artists, staff, participants and partners with a solutions-focused approach to work
- Ability to design and deliver training workshops in a community setting and online being cognisant of how digital is used in community settings
- Ability to manage resources and people with strong planning and organisational skills

Experience

- Significant experience in developing and producing community projects, ideally in an arts context
- Experience of pre-production research and development on arts, community or other equivalent projects
- Experience of negotiating and writing contracts with artists, individuals, groups and partners
- Experience of successful project management, including monitoring, dissemination and evaluation and meeting deadlines.
- A good understanding of the digital environment and ability to schedule events digitally and support colleagues and community groups/individuals remotely
- Personal connection/lived experience of racism or the disproportionate impact of COVID-19
- Demonstrable experience of working in BAME community sector
- Experience of working effectively online and remotely using tools such as Zoom/MS Teams/WhatsApp to meet and connect regularly with team members and community stakeholders

Desirable Knowledge, Skills and Experience

- Knowledge of oral history and reminiscence work standards and best practice, including use of recording equipment and/or experience of having collected an oral history archive
- Knowledge of geography and voluntary/community sector infrastructure and networks across Greater Manchester
- Experience of delivering talks and presentations at conferences and sector meetings
- Knowledge of, and enthusiasm for, the arts and connecting communities through creative activity
- Language skills relevant to Manchester's diverse communities