

Job Description/Person Specification

1. Post

Post:	Engagement Producer		
Contract:	Temporary fixed-term contract		
Hours:	4 days per week		
Salary:	£20-24,000 pro rata, per annum	Dates:	April 2018 – March 2020
Benefits:	Access to company pension scheme 28 days holiday including public holidays Flexible working		

Introduction

BOM (Birmingham Open Media) is forging a new model of radical practice at the intersection of art, technology and science with measurable social impact.

By making sustained investment in a community of Fellows and developing strategic projects and partnerships, we test pioneering ideas that investigate the transformative value of the arts across education, health and society.

Our gallery is an evolving space filled with residencies, exhibitions and shared learning. This provides a critical, collaborative environment and an open forum for debate with public audiences for developing work during the R&D stage.

We believe that the arts should value participation over all else, and that investing in the right people with the right support is key to developing transformational practices that enable society to fully participate in culture.

Our community of Fellows is a group of artists, technologists, scientists, producers and researchers who all fuel (and are fuelled by) BOM's ethos, and help us to deliver our vision.

About the Role

The Engagement Producer is a brand new role, appointed just prior to our re-launch as an Arts Council England National Portfolio Organisation and newly refurbished building in April 2018.

The Engagement Producer will deliver new and existing programmes such as BOM+, our new young people's programme, projects with the autistic community and our ongoing Alternative Education schools programmes working with excluded young people and children with special educational needs.

We are looking for an experienced producer who has a proven track record in engagement and community driven work to be part of our small and dynamic team, with access to an incredible community of creative practitioners working across art, technology and science (the BOM Fellows). We are looking for someone with energy, ideas and strong organisational skills

who wants to make a difference through pioneering new approaches to engagement.

BOM will consider flexible working for this role as long as this does not interfere with the delivery of objectives.

For more information on BOM, please visit our website www.bom.org.uk.

2. Supervisory responsibilities/position in structure

Responsible to:	Head of Programme
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3. Main function of job (Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required)

The Engagement Producer will play a key role in BOM's programme, including:

- Developing relationships with key communities, including SEN Schools, autistic adults, POC & the LGBTQIA Community
- Facilitating and coordinating delivery of engagement projects
- Supporting engagement within artist commissions & exhibitions
- Supporting interpretation and access across a range of audience groups
- Supporting international partnerships

4. Main duties

Duties/Responsibilities

- Coordinating artists in the preparation and delivery of BOM's engagement commissions
- Developing BOM's reach and visibility within key communities
- Working with the Digital Producer to facilitate community access to BOM
- Coordinating BOM+ (BOM's young people's programme)
- Maintaining quality of project delivery and safeguarding

Other Duties

- Occasional gallery staffing
- Staffing for occasional key events
- Promoting engagement projects via social media
- Any other duties that may reasonably be required by the Director/ Head of Programme.

5. Requirements to carry out job

Essential or desirable indicated against each requirement	E	D
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Experience required:

At least two years' experience delivering engagement projects and public programmes	√	
Experience and skill in working with partners across different sectors		√
Experience of working with creative practitioners	√	
Demonstrable experience of the key processes involved in organising engagement projects and events	√	
Experience of working within a cultural organisation	√	
Experience of events delivery	√	
A Degree or equivalent in arts or science		√
Ability to work flexible hours (including evening & weekends)	√	
Any particular aptitude/skill required		
Excellent organisational skills	√	
The ability to work under pressure and prioritise a varied workload	√	
Good written skills	√	
Excellent interpersonal & verbal communication skills	√	
Ability to think creatively	√	
Ability to solve problems and work under own initiative	√	
Commitment to the arts and ability to inspire others about the work of BOM	√	

To Apply

Please complete the application form and email this along with your up to date CV to:
kate@bom.org.uk

Deadline for Applications: Friday, 23 February 2018 at 9am

Interview Date: Monday, 5 March 2018