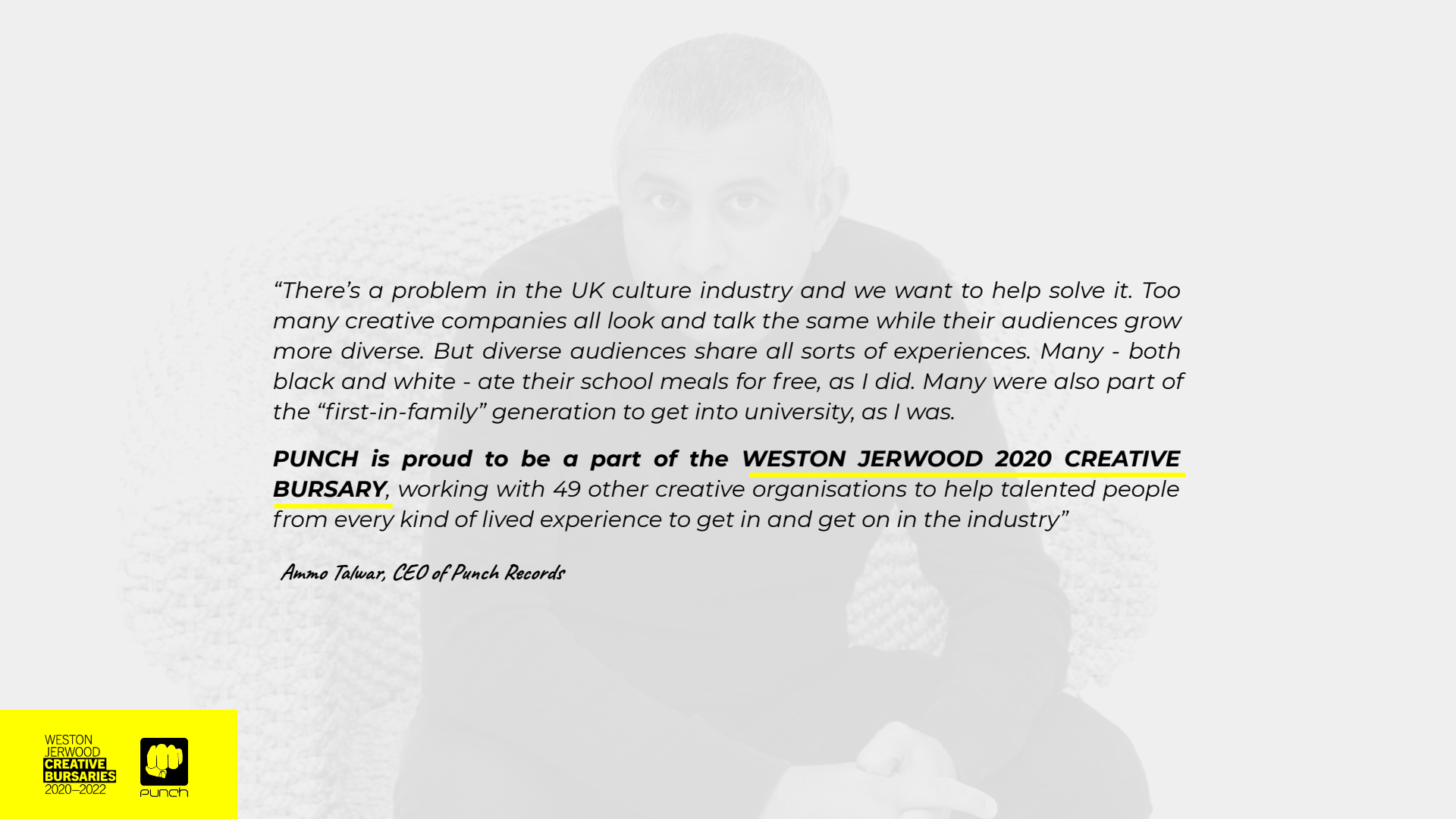


WESTON  
JERWOOD  
**CREATIVE  
BURSARIES**  
2020-2022



# Creative Producer Job Specification



*“There’s a problem in the UK culture industry and we want to help solve it. Too many creative companies all look and talk the same while their audiences grow more diverse. But diverse audiences share all sorts of experiences. Many - both black and white - ate their school meals for free, as I did. Many were also part of the “first-in-family” generation to get into university, as I was.*

***PUNCH is proud to be a part of the WESTON JERWOOD 2020 CREATIVE BURSARY, working with 49 other creative organisations to help talented people from every kind of lived experience to get in and get on in the industry”***

*Ammo Talwar, CEO of Punch Records*

## Who are you?

You are at the beginning of your career, with two-to-five years' experience of the *creative economy*<sup>1</sup> since leaving education.

You come from an *atypical*<sup>2</sup> arts background and you're facing *systemic barriers*<sup>3</sup> to gaining experience and training.

You're not taking a conventional route into the industry; you don't make a living from the creative sector and you may be working in the arts as a hobby, passion or side hustle.

## What will you do?

1. **Delivery:** As lockdown eases, you will be responsible for co-producing - and potentially producing - performances, workshops and outreach events across our activity strands
2. **Commissions:** You will be involved in all aspects of Punch's [Gallery37 North](#) commissioning programme; working with artists, audiences and stakeholders at locations around the city
3. **Curating:** There will be opportunities to co-curate and potentially lead on the curation of exhibitions and other public presentations as lockdown eases
4. **Development:** You will have opportunities to initiate fresh ideas and programmes as part of the creative team; with input into fundraising, sponsorship and planning
5. **Reporting:** You will work with the team to evaluate the effectiveness of our events to inform future planning and for stakeholder updates

### Explanation of specific terms used:

**\*Atypical:** not typical; different from most others of its type

**\*Systematic Barriers:** policies, procedures, or practices that unfairly discriminate and can prevent individuals

**\*Creative Economy:** earning income from any type of creative activity

## What position are we offering?

**Role:** Creative Producer (Weston  
Jerwood Creative Bursary)

**Line managed and supported by**  
Punch Lead Creative Producer, Head  
of Creative Development

**Duration:** Full time for 12 months from  
February 2021

**Hour:** 39 hours per week. Mon-Friday  
with flexible working required during  
project delivery.

**Salary:** £19,500

**Location:** Zellig, Digbeth, Birmingham



## Who are Punch and why are we doing this?

Punch works to develop and promote musicians, artists and allied professionals with a passion for black music and music culture. We work and lobby for equality of entry into the thriving UK market. We are a recognised trail-blazer for diversity in the workplace as well as in delivery. PUNCH is 90% BME staffed, led by a culturally diverse senior management team, board and CEO. Our team is gender balanced, with LGBTQ+ identities well-represented.

But we also recognise that addressing cultural diversity is not the same as addressing social inequality. The Weston Jerwood Creative Bursary is our opportunity to sharpen our recruitment, induction and CPD<sup>1</sup>. We work with the excluded grassroots economy<sup>2</sup> of committed artists and producers everyday. Our objective is to find methods to bring people on board and ensure the industry changes from the ground up.

## Where will you be working, and is COVID an issue?

You will be based at **Punch's** offices at Zellig, the Custard Factory, Digbeth, where we will be following safe social distancing best practices. You'll already know the chilling effect that the COVID pandemic and Lockdown are having on the creative economy. PUNCH believes that in 2021 we'll be doing "less and better" instead of "more for less", but we **will** be working. Your role will help support artists, rebuild the sector and reconnect with audiences.

# What's the person specification?

## Essential

- Has experience of music, arts or live event practices
- A clear, confident communicator
- Comfortable with word processors, email, spreadsheets and presentation apps.
- Has the legal right to work in the UK;
- Is not in full time education (12 hours or more formal study a week)
- Has been working for between 2 and 5 years (not necessarily in the arts)
- Ability to work flexibly when required during project delivery.
- Is from a *socio-economic*<sup>1</sup> background under-represented in the arts and cultural sector.



## Desirable

- Knowledge of project planning and delivery
- Experience of working with or to a budget
- Knowledge or experience of audience monitoring or engagement
- Plans and organises own workload
- Works under pressure to meet deadlines

### Explanation of specific terms used:

**\*Socio-economic:** a broad term relating to social and economic status, which may be based on access to resources (such as income and education)

This role and the training & support that come with it are designed to overcome barriers built up by the sector's current social and economic inequalities. They can help you if your answer to most or all of these is "yes": "my parents didn't have professional careers", "I was state school educated", "I qualified for free school meals", "I was first in my family to go to university"

# Ready to apply?

Send us a response of *no more than* three pages - or a three minute video - letting us know why you think this role is right for you.

- Tell us what you have been doing in the creative industries and what you what you plan to do
- Let us know what barriers you've faced, and how you think this role will help you
- Include your CV and details of two referees who will vouch for you (we won't contact them without asking you first)
- Please return the monitoring form too; this is anonymous, and lets us know if we're reaching the right people

**Send completed applications and monitoring form to [simon@punch-records.co.uk](mailto:simon@punch-records.co.uk)**  
**Closing date for applications is the 30th of November 2020.**

Interviews will be held throughout December 2020, in order to give you as many flexible date options as possible. Reasonable travel fees will be reimbursed. Interviews will be held in a safe, socially distanced space. We'll ask questions about you, about us, about how you think the programme can help you and about the industry. If you're successful, you'll start in post on the 1st February. You'll have a work laptop and a work phone, if you need one. If you're unsuccessful we'll offer you a full debrief and keep in touch with you to let you know about any upcoming opportunities with us or in the sector.