

Entelechy Arts

Programmes Producer

The logo for Entelechy Arts, featuring the words "entelechy" and "arts" in a white, lowercase, sans-serif font, stacked vertically. The text is set against a blue, tilted rectangular background.

Job Pack & Job Description

Job summary

An exciting opportunity to join Entelechy Arts and play a pivotal role in supporting the charity to create and deliver pioneering artistic programmes with its communities in South East London and beyond. We have ambitious plans for our future and the future of those with whom we work, and this key role will oversee selected core and one-off dynamic artistic programmes, to enable them to flourish.

**Contract: 14 hrs per week (0.4FTE), £30,000 - £32,000 (dependent on experience).
12 month FTC with potential to extend.**

This job is being advertised at the same time as a 0.6 (3 days a week) General Manager role. As well as welcoming applicants for either role, we also welcome applicants who wish to apply for both positions to create a full time role. If you wish to apply for both roles, please complete just one application and state clearly that you are applying for both positions.

**If you need this information in a different format please contact:
Christine by email Christine.lee@entelechyarts.org or by phone 07860
740033.**

About Entelechy Arts

Entelechy Arts is a charity based in Lewisham, South East London. We produce vibrant and important cultural programmes, created by and for the communities we work with, namely isolated older people, those living in care homes and those living with profound and multiple disabilities, enabling them to play an active and visible role in the creative life of their community.

We believe in the creative power of the individual, and that everyone should have the opportunity to contribute to the cultural life of their local community, regardless of any limitations they may be experiencing. This richness in sharing stories and experiences of those who can often feel underrepresented, encourages stronger communities, changes perceptions, and ultimately helps people live healthier, happier and more connected lives.

Entelechy Arts was formed in 1989 (as New Moves) and has a strong reputation both nationally and internationally of developing pioneering new ways of supporting isolated groups to connect with and enrich the lives of their communities.

The following 5 values live and breathe through every element of our work - both our creative programmes, and our operations as a business:

- **Inclusivity:** Our work is co-created with our communities. It is authentically inclusive to the people we collaborate with, and we strive to continue to grow in this area.
- **Collaboration:** We recognise that there is strength in numbers and the best, most pioneering projects come from deep, long-lasting relationships and partnership working.
- **Change-making:** Everything we do is connected to our core mission to make real and lasting change for the communities we work with.
- **Joyfulness:** Whilst we are committed to all of our programmes stimulating change and provoking important conversations, this does not mean that all we do is serious! All our projects exude connection, hope and joy.
- **Innovation:** We are finding pioneering new ways of living, listening, thinking, creating and growing as a society.

We have 30+ years experience of creating performances with and for diverse groups of participants and audiences, many of whom would not ordinarily have engaged in, or experienced, high quality arts projects. This includes the street work Bed that reached audiences of 100,000+ across the UK with older women in their nightclothes 'abandoned' in high streets, parks and public spaces. Memory and Place saw older performers, many of whom were living with dementia, participate in a creative takeover of the old Elephant and Castle shopping centre in south London. Wilderness Tales brought nursery school children together with adults with profound and complex disabilities and isolated older people in a celebration of wild open spaces. Notable collaborations include work with the Albany and Lewisham Council in delivering the 3 week Age Against the Machine festival, a London Mayor Cultural Impact Award winner. The festival included co-producing The Home, a 48 hour 4 star reviewed immersive theatre work by artist Christopher Green, a timely critique of residential care and older people.

The past 18 months has been a significant time for the organisation, as the covid-19 pandemic has had a devastating impact on the communities we work with and required us to entirely re-shape our programmes to respond to this global crisis. In amongst the unprecedented challenges, we have worked with our communities, many of whom have been disproportionately affected by the pandemic, to bring vital connections, creativity and joy. Our work has never been more important.

We have ambitious plans for our future and the future of those with whom we work. This includes developing our associate artist and commissioning programme, testing franchising models for strands within our programme, developing our practice in social prescribing, extending the reach of our local projects, producing high profile public productions including work as part of Lewisham Borough of Culture 20221, and continuing our important role in contributing to conversations around policy in the arts, health and community sectors.

Entelechy Arts is an Arts Council England National Portfolio Organisation (NPO) and receives a main grant from London Borough of Lewisham, as well as regular funding from other sources.

Since its formation in 1989 as New Moves, Entelechy Arts' practice has grown from strength to strength. With a new Director appointed in 2020, we are entering an exciting phase in the company's development and are now looking to strengthen our core team to support this growth. You will be joining a small, passionate and experienced team and will have great opportunities to learn more about creating artistic work which ultimately contributes to stronger, happier and healthier communities. www.entelechartyarts.org



Photo credit: Roswitha Chesher for Entelechy Arts

Application Process

To apply, please send your application consisting of:

1. C.V. (max two sides A4), and
2. a covering letter (max two side A4). Please include:
 - reference to the skills, experiences and attributes listed in this pack.
 - your email, address and phone number.
 - if you wish to apply for the General Manager and Programmes Producer roles jointly (as one full time role), please state this clearly. Please note that you only need to send one application.
3. an equality and diversity form (optional).

Please send your CV and covering letter to christine.lee@entelecharts.org by **9am, Wednesday 24 November 2021** with the subject line:

- “Application – Programmes Producer: [YOUR NAME]”, or
- “Application – General Manager & Programmes Producer: [YOUR NAME]”

Interviews will be held Wednesday 1st and Thursday 2nd December on Zoom. Second round interviews will ideally in-person at our office in the Albany, Deptford. Please note that we are operating in a covid-safe way with social distancing.

Contact

If you have any questions, would like to discuss the role(s) or if you would like any support at any point in the recruitment process, please get in touch with Christine on 07860 740033 or christine.lee@entelecharts.org

Timeline

- Deadline for Applications: 9am on Wednesday 24th November 2021
- First interviews: Wednesday 1st/Thursday 2nd December 2021 on Zoom
- Second interviews: Wednesday 6th December 2021 at the Albany
- Start date for work: January 2022 (negotiable)

Equal Opportunities

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge.

We are actively trying to diversify our staff workforce. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

Please also help us to work towards our ambitions to work towards becoming a more equal and diverse organisation by completing our equality and diversity monitoring form ([download here](#)). Please note that completing this form is optional and it will be held anonymously and separate from applications.

Access & Support

We are committed to ensuring anyone can take part in this opportunity. If you have specific support requirements, please get in touch using the details below to discuss how we can meet your support or adjustment needs for your application or interview.

If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Christine by email at:

Christine.lee@entelecharts.org or by phone 07860 740033 who will be able to discuss further or arrange support for you.

About the role

1. Key and Desirable Attributes:

Essential:

- A minimum two years' experience of working in a similar role or with similar responsibilities
- Experience of line management, if not in a permanent structure then as part of a project
- Experience creating and managing budgets
- Partnership building and managing stakeholder relationships
- Meticulous organisational and administrative skills
- Excellent verbal and written communication skills and attention to detail
- Strong IT skills
- A good team worker, pro-active, flexible and independent, with a friendly manner
- Ability to manage multiple priorities and work calmly under pressure and to deadline
- Excellent time management, planning and coordination skills
- Highly accurate and precise in carrying out any task
- Interest in participatory arts

Desirable:

- Experience of working in community and/or care settings
- Experience of working with databases

2. Main Duties and Responsibilities

Producing including working with key partners

- Oversee the planning and delivery of an exciting portfolio of artistic programmes, setting and driving production schedules, project budgets and ensuring adequate resources are in place
- Oversee and contribute to day-to-day relationship management between Entelechy Arts and commissioned artists, community groups and project partners (including the Albany for Meet Me at the Albany)
- Ensure monitoring and reporting information is gathered for funders and targets are achieved for related programmes
- Oversee the management of Health & Safety (including risk assessments) for programmes

Financial Management

- Create and manage or oversee project budgets for selected artistic programmes
- Ensure all finances are carefully managed, to ensure funds are used and allocated in line with

funders' requirements

- Report budget updates to the Finance Manager on a regular basis

Human Resources Management

- Ensure contracts are in place for all partners, artists, and freelance staff
- Line management of Programmes Coordinator

Staff Management

- Motivate and manage all direct reports to ensure agreed targets and standards are achieved within timescale
- Monitor the performance and potential of all direct and shared reports and ensure the necessary training opportunities are provided

Equality and Diversity

- Play a key role in delivering Entelechy's Equality Action Plan embedded through our programmes

3. Terms

- Part time role of 14 hrs per week (0.4 FTE)
- Normal office hours are 9.30am – 5.30pm, Monday to Friday (with one hour for lunch)
- Normal place of work is the Albany, Deptford (SE8)
- Flexible hours and remote working options may be agreed
- Enhanced DBS required
- 12 month Fixed term contract (with intent to extend, subject to funding)
- 3 month probation period
- Notice Period: 1 month during probationary period (on either side), thereafter 3 months
- Responsible to: Director
- Responsible for: Programme Coordinator

Benefits

- £30,000 - £32,000 (pro rata) depending on experience
- 25 days annual leave plus public holidays (pro rata)
- Pension (8% consisting of 4% employee + 4% Entelechy Arts contributions)
- Additional company benefits including: company mobile phone; company laptop; annual Date to Create (a discretionary day of personal creative nourishment).