



CULTURE, HERITAGE & ARTS ASSEMBLY.

ARGYLL & ISLES

CREATIVE PRODUCER

Digital Music Festival – March 2021

Job Title: Creative Producer

Reporting to: CHARTS Development Manager, on behalf of the LiveArgyll project partnership

Fixed Fee £ 2500

The Culture, Heritage and Arts Assembly, Argyll and Isles (CHARTS) is looking to recruit a freelance Creative Producer on a short-term contract to assist with the planning, production and delivery of a blended live and pre-recorded digital event in partnership with LiveArgyll.

This project will also include collaboration with Dunoon Burgh Hall and has been created as a result of the impacts of Covid-19.

The ideal candidate will have a keen interest in the impact arts can make to the communities of Argyll and Bute and will be enthusiastic about creating connections between artists, local businesses and communities, responding to the unique qualities of the region, its landscape, its culture and its people.

Understanding of production for technical delivery essential.

For further partner information see:

CHARTS: <http://www.chartsargyllandisles.org>

Live Argyll: <https://liveargyll.co.uk/>

Dunoon Burgh Hall: <http://www.dunoonburghhall.org.uk>

This project is funded by Creative Scotland.

Key information

Contract type: Self-employed, short project contract.

Work period - Early January to end of March 2021

Working days: Negotiable, some evening and weekend work will be required and the post holder will be expected to plan and manage with project partners, the schedule to meet project aims within the flat-fee allocated. Normal working hours will be between 10am and 6pm Monday to Friday

Job Specification:

To manage the production and delivery of a digital music festival, hosted by CHARTS, during March 2021

- **Planning and Event Coordination;** liaising with artists, scheduling, ensuring timely delivery and comprehensive updates for project team, providing production plans and technical specifications for online delivery
- To assist to draft and issue briefs and contracts for relevant artists, contractors and suppliers
- Ensure relevant content is documented, recorded or archived appropriately • To manage and deliver on target
- **Evaluation** To ensure that data collection is considered and implemented throughout the project and gather feedback etc
- **Reporting** documenting the event and providing a report for CHARTS • **Marketing and Communication** Supporting the marketing team with information for external comms. This includes attending communication meetings, representing the organisation externally, and responding to enquiries about our programmes from the public
- **Office and Administerial tasks** Undertake administrative duties including any other reasonable tasks as agreed with CHARTS
- To manage any volunteers that may be required in the delivery of the online event

To Apply

Please forward a covering letter, with CV, outlining experience why you are suited to this role by email to: Nicola Hackett, LiveArgyll Business Development Manager email:

nicola.hackett@liveargyll.co.uk

Application Deadline: 5pm 7th January 2021

Interviews will be held virtually on 15th January 2021

For any further information please contact Kathleen O'Neill, CHARTS Development Manager
Tel: 07549 304097 or email: kathleen@chartsargyllandisles.org

