

Job Description

Job title: Executive Producer

Fee: £33,000 FTE – 2 days/week for 6 months

Reporting to: Executive Director, People's Palace Projects

Main Purpose of Job

After 8 years of practice, TVF has been undergoing a critical reflective process exploring our current aims and strategy. We have been funded by Queen Mary University of London to develop our business plan, and to run a 6 month project delivering participatory and creative workshops at the Foundling Museum that explores histories and contemporary practices of children's care and advocates for more democratic and positive record keeping. We are seeking an Executive Producer to complete a range of operational and strategic tasks associated with the running and funding of TVF. Funding is available for this role for six months part time, fixed term, with the aim that the team (including Executive Producer) will raise funds to sustain it.

Duties and Responsibilities

This is not an exhaustive list of tasks, but indicative of the breadth of responsibility.

Project and organisational development

- Review and implement actions from the completed business planning process. The Executive Producer will work with the TVF team which includes Dr Maggie Inchley, Darcey Williamson, Dr Sylvan Baker, and young adult co-researchers, Rosie Hunter (PPP Executive Director) and Sam Moloney (PPP General Manager).
- Create a costed, timetabled workplan with sets of actions for upcoming QMUL Impact Fund activity which is due to happen December 2023-May 2024. This will involve liaison with The Foundling Museum in Bloomsbury, administering collaboration agreements, artists' contracts, researching and reaching participants, stakeholders and audiences. You will take ownership of the delivery timetable and flag any potential changes early.
- Allocate and manage budget, reporting and discussing any necessary changes as appropriate.

Fundraising and Income Generation

- Support Dr Inchley in developing an application for an international exchange project (shaping for an AHRC research funding application), aiming to submit at the end of 2023.
- Carry out new funding applications as they become necessary.
- Ensure high visibility acknowledgement of all funders, onsite, online and in all activities.
- Be responsible for providing information for reports and evaluation to funders.

Others

- Recruit all fixed-term posts for the TVF project and to be responsible for all contracting, together with the PPP General Manager. Be a point of contact for all contracted workers on TVF.

- Be responsible for stakeholder relationships and collaborations, with guidance from the wider TVF team.
- Ensure the team has systems in place to keep a quality control overview of the project. Undertake Ethics applications where required with guidance from the TVF team.
- Ensure that data relating to the impact of activities is gathered and archived appropriately and that the TVF website and TVF project page on the PPP website are revised and updated.

Person Specification

Essential

- Significant experience of project planning and delivery at this level, including budget management.
- Significant experience of fundraising, stakeholder management and reporting.
- Ability to work with a variety of people with different types of needs, including access needs.
- Significant knowledge of socially engaged arts work and an understanding of impact frameworks.
- Commitment to the aims, work and ethos of The Verbatim Formula.
- Ability to think strategically and translate into plans and actions.
- Ability to work collaboratively with the team, but also to be proactive and self-manage to a high degree to deliver agreed aims.
- Excellent verbal and written communication skills.
- A strong understanding of child safeguarding and a clear Enhanced DBS check.

Desirable

- Interest in the arts.
- Experience and understanding of the needs of care experienced young people.
- Strong professional network in the (youth) social care sector.
- Experience of co-production and co-creation delivery in participatory arts work.
- Experience of writing/delivering a business plan in the voluntary sector.
- Understanding of impact in the research context.
- Experience of research grant writing and University Ethics procedures.
- Experience of managing people.
- Availability to start as soon as possible.

The Verbatim Formula Overview

The Verbatim Formula (TVF) is a participatory arts collective that works with care-experienced young people as experts in their own experience, and with professional artists. TVF is both a team and a project within the arts organisation **People's Palace Projects** (PPP) (registered charity number 1085607). Constituted in 1999, and now with a global network of over 400

partners, London-based PPP advocates for equity, climate justice and better health through the arts and is an internationally recognised centre for socially engaged arts practice and research. The TVF team at PPP is led by Dr Maggie Inchley and Dr Sylvan Baker in collaboration with Darcey Williamson and its co-researchers.

Since 2015, The Verbatim Formula (TVF) has collaborated with over 200 care-experienced young people (CEYP) in UK Local Authorities to create verbatim performance and digital art that centres young people's voices to challenge systemic and structural issues within the British care system. Responding to the experience of young people, that during and after local authority care interventions they are marked by exclusion from education, social deprivation and criminalisation, TVF uses artistic practice to address the need to shed light on CEYP's perceptions and experiences of social service-based care in the UK. Centering the voices and creative potential of the most marginalized and disadvantaged of the UK's young people, through participatory practice TVF confronts a 'care-less' care system with personal experiences that lie behind statistical evidence, placing young people and their knowledge at the forefront of national conversations. We do this via verbatim theatre techniques and strategies to acknowledge the expertise of the young people and to support a process of self-narration of their paths into adult life. The performance of verbatim testimonies leads to caring encounters and dialogues between the young people and adults responsible for their care and education, including professionals from Local Authority children's services. In our recent work with young people we have been exploring new ways to blend the testimonies of CEYP with other performance practices including movement, beatboxing, and poetry.

Our creative and uniquely cross-sectoral practices have led to inclusive participation and debate in a range of public and professional fora including arts centres, museums, theatres, policy-making and legislative arenas, amongst them Battersea Arts Centre, Contact Theatre Manchester, the Foundling Museum, the Scottish Parliament, UK Office for Students, UK Department for Education, City Hall, Wandsworth Town Hall. With the Articulate Cultural Trust in Scotland we have initiated the Cradle of Learning project.

In the last year TVF has been moving more towards a co-production method of working with a small team of CEYP. We are at a really interesting moment of reflection and strategic forward thinking and are seeking a new member of the team to hold this, supporting in both strategic and operational tasks to enable our important, slow shifts in developing our organisation.

Application Process

To apply for this position, please submit an application form, at this link:

<https://www.surveymonkey.co.uk/r/2CGLHWZ>.

The deadline for application is **Monday 23rd October at 2pm**. Interviews will take place on the afternoon of 30th October.

We regret that it will not be possible to inform applicants who are not shortlisted for the role. If you have not heard from us by **27th October, 6.00pm**, please assume your application has been unsuccessful.

If you have any questions or issues with submission, please contact s.sugumar@qmul.ac.uk.

People's Palace Projects is a Disability Confident Committed employer.

- All candidates disclosing a disability and who demonstrate that they meet all the Essential criteria of the Person Specification will qualify for an interview.
- At the point of inviting candidates for interview, we will ask about any additional needs or adjustments that would be required to support your participation in the interview process.
- Our current staff includes people who disclose disabilities.

Thank you in advance, and we look forward to hearing from you!