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Role Description:

**PROJECT PRODUCER – Open Up & Take Over**

Revised: March 2025

**Timeframe:**  May/June 2025 – March 2026, approx. 1 day per week.

Given the nature of the project the hours will need to be worked flexibly.

**Fee:** Freelance - £10,000 – fixed fee

**Location:** Hybrid working but presence in Havant and Leigh Park will be essential

**PURPOSE**

To produce a new pilot project – Open Up & Take Over – that will support young people, aged 14-18, to explore creative careers through free workshops, inspiring talks, and cultural trips– experiences they might not otherwise have access to.

**RESPONSIBILITES**

* Coordinate the project, ensuring aims and milestones of the project are met on time.
* Work to embed youth voice throughout the project.
* Lead on the recruitment and engagement of the young people supported by the Creative Director and project partners.
* Be the lead liaison with the young people throughout the project, coordinating regular meetings and managing their engagement with the project.
* Organise and facilitate a number of visits and live performance trips for the young people.
* Work with the Creative Director to organise, arrange and manage workshops and talks for the young people with artists and others from the live performance sector.
* Work with the Creative Director, Associate Programmer and wider Spring team to support the young people to select, negotiate, market and deliver the live performances.
* Collaborate and liaise with partners in order to deliver project activity.
* Manage the budget for the project supported by the Directors of The Spring.
* Maintain accurate and secure records of participation and engagement data.
* Lead on the evaluation and monitoring of the project, ensuring evaluation methodology is built into the project from the beginning.
* Ensure the necessary and appropriate safeguarding procedures are in place and followed.
* Ensure that the project is inclusive and accessible to all involved.

**PERSON SPECIFICATION**

**ESSENTIAL ATTRIBUTES**

* Demonstrable experience of participation and engagement work with young people.
* Experience of working in the cultural sector.
* Strong interpersonal skills – ability to build rapport and trust with participants and stakeholders.
* Excellent communication skills – ability to communicate effectively with diverse audiences, both verbally and in writing.
* Event management skills – experience in planning, organising and delivering events.
* Project management skills – ability to manage projects, budgets and resources effectively.
* A passion for working with young people and communities.
* A knowledge and understanding of policies and legislation related to participation, inclusion and safeguarding.
* An ability to multi-task, work under pressure and be organised.
* An ability to work independently and as part of a team.
* A commitment to The Spring’s mission, core beliefs and a positive attitude and a ‘can do’ flexible approach.

**DESIRABLE ATTRIBUTES**

* Experience of evaluation and monitoring.
* Experience of working in community contexts.