

ilkley literature festival

Ilkley Literature Festival is looking for a highly motivated, creative and dynamic individual to join our team on a six-month freelance contract. The **Creative Learning Producer** role will develop a series of creative learning programmes in which writers and other artistic leaders will partner with communities and schools to directly address specific learning ambitions.

Purpose of the job

The role will help support our aim to provide children and young people with the opportunity to participate in creative learning activities in Keighley and surrounding areas. The focus will be on creative writing in its broadest sense and could include poetry, spoken word, script, film, podcasting, animation, journalism, performance, digital, cross artform text-based work.

This post would be suitable for an individual who has experience of planning and delivering creative learning classes and workshops. The successful candidate will have good knowledge of a range of written art forms, practices and techniques and be comfortable in working with a range of practitioners, community partners and audiences.

Purpose of the programme

Central Keighley wards are in the 10% most deprived postcodes nationally. 32% of children in Keighley are now classed as living in poverty which often has a direct impact on their education. The Leap has also identified Keighley as an area where people tend to engage less with arts and culture. Our programme aims to increase the wellbeing and outcomes for young people, increase life opportunities and satisfaction, preparing them for the jobs of the future, and create increased public awareness and engagement in the arts and culture sector.

Responsible to: Director

Responsible for: Freelance Artists and Facilitators

Job Overview

The Creative Learning Producer will focus on:

- Planning and delivering high-quality classes and workshops for children and young people aged 5-18 years, both in and out of school settings.
- Building relationships with local schools, community groups and partners across Keighley and the surrounding areas.
- Representing Ilkley Literature Festival within the community.

Keys Tasks and Responsibilities

- Working to increase participation in creative and cultural activities amongst children and young people.
- Liaise with the Director and Partnerships & Operations Director on the overall planning and delivery of the programme, including setting SMART Targets for outcomes.
- Develop established relationships and seek new partnerships with stakeholders to effectively deliver the programme.
- Organise, manage and deliver creative learning classes and workshops for children and young people of all abilities.
- Coordinate and work with freelance writers, artists and creative practitioners to deliver our programme.

- Monitor and manage a set budget for the programme delivery, reporting on this regularly.
- Be responsible for Safeguarding and ensure the implementation of Child Protection Policies across all programme activities.
- Ensure that our arts programmes are accessible for disabled participants.
- Consider opportunities for digital activity across the programme.
- Assist the Director and Partnerships & Operations Director in the production of monitoring and evaluation reports for funders and Trustees.
- Increase the visibility of the organisation across Keighley and surrounding areas.
- Work with the Communications and Digital Manager to effectively promote the Creative Learning presence on the organisation's website, in print and via social media.
- Regularly communicate with the ILF team on all Creative Learning activity.

Personal Specification

Essential Experience

- At least 2 years' experience working in educational and outreach activities within the arts
- Recent experience of working with children and young people within both formal and informal environments.
- Significant professional experience in managing and delivering creative learning experiences.
- Experience of managing freelance creatives.
- Ability to engage with and inspire children and young people to become interested in creative writing.
- Facilitating skills to bring in and encourage those who have never participated in creative learning before.
- Ability to generate and follow through on ideas which will enhance the successful delivery of projects.
- The ability to work flexibly with a busy and evolving organisation.
- An understanding of and commitment to equal opportunities and diversity.
- Knowledge of current Child Protection Policy.
- Experience of working in the Keighley area.
- A proven ability to manage a budget.
- Experience of evaluating projects.

Desirable Experience

- Experience of creating engaging social media content.
- Working knowledge of Microsoft Office (including Excel and Teams), Zoom and other online learning platforms.
- Knowledge of print and online marketing.

Essential Personal Criteria

- A passion for improving access to cultural experiences for children and young people.
- Interpersonal skills and confidence to deal with a wide range of people.
- Ability to work well in collaboration with the ILF team, and to work independently.

Financial details

Type: Freelance Contract

Remuneration: 56 days at a rate of £150 per day (£8,400)

Duration: May – November 2022

Proposed Start Date: As soon as possible

Our office is based in Ilkley, and you'll be required to attend some meetings from time to time. However much of the role will be carried out on the ground in Keighley and working remotely from home.

How to Apply

Please send your CV setting out your skills and experience, a cover letter clearly demonstrating your suitability for the role and **Equal Opportunities Monitoring** form to recruitment@ilkleylitfest.org.uk to us by 12 noon on Friday 22 April 2022.

Alternatively, you may submit your CV alongside a video or audio recording detailing why you are suitable for the role.

Closing Date: **Friday 22 April 2022, 12 noon.**

Interview Date: **w/c Monday 2 May 2022.**