

# Another Queer Christmas Community Producer

Job Description and Person Specification

June 2023



Effective Date: June 2023

Post Title: Community Producer

Employer: Mess Up The Mess Theatre Company LTD

Location: Swansea based - office base (tbc) and working from home

### **Main Purpose of Job**

To contribute to the successful delivery of Another Queer Christmas, including taking responsibility for delegated aspects of the project. The Community Producer will be the essential connection between project's participants, the community and the artists.

The post holder will be responsible for promoting, organising and recruiting to the workshop programme, working alongside the lead artists. They will ensure the project remains grounded in the LGBTQIA+ communities of Swansea and will lead on supporting the growth of an ecosystem of LGBTQIA+ creative groups and activities as the project's legacy.

The postholder will also be the key Mess Up The Mess staff member 'on the ground', responsible for ensuring Mess Up The Mess policies and procedures are adhered to and smooth communication between the project and the Mess Up The Mess staff team.

### **Position in Organisation**

Name and position of immediate supervisor:

Sarah Jones, Artistic Director

### **Other Key Contacts**

- Lead Artists: Bethan Marlow & Cerian Wilshire-Davies
- Mess Up The Mess Producer
- Mess Up The Mess Administrative Officer
- Another Queer Christmas Partnership Group

## Job Description

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- Work with Mess Up The Mess, the project partners and Lead Artists to deliver the Another Queer Christmas project.
- Support the Lead Artists to organise, promote and deliver the programme of workshops and activities.
- Embed themselves in the LGBTQIA+ communities of Swansea, engaging communities, grassroots organisations and individuals in the project.
- Recruit participants to take part in the project, paying particular attention to ensuring the diversity of Swansea's LGBTQIA+ population is included.
- Support the engagement and retention of participants.
- Attend and contribute to partnership, creative and production management meetings.
- Work with Mess Up The Mess and Lead Artists to ensure that the project is managed in line with requirements of the funding body and Mess Up The Mess policies and procedures.
- Contribute to monitoring and evaluation.
- Work with the project partners to ensure the project legacy is implemented.
- Support the creation and organisation of groups to carry forward the activities of the project beyond the life of the project.
- Support the maintenance of existing and create new networks of LGBTQIA+ organisations and individuals
- Administration of Another Queer Christmas project documentation including maintaining records of participants and sessions and updating the database.
- Manage delegated budgets
- Act as a positive role model for all participants of MUTM activities.

- Disseminate information to line manager, colleagues and others as appropriate
- Plan, organise and prioritise own work on a daily, weekly or monthly basis.
- Carry out any other duties as required to ensure the smooth running of Another Queer Christmas

## Person Specification

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### Experience

#### Essential

- Computer literate, with experience of Office applications, using internet and email and social media.
- Experience of working supportively and sensitively with LGBTQIA+ participants with diverse backgrounds and experiences.
- Organising, managing and evaluating community based projects
- Experience of project planning and budget management.
- Promoting activities, services and events to diverse communities, including those who may be harder to reach or who may not engage with mainstream services.
- Experience of working effectively with partners including local authorities, third sector, youth and arts organisations.

#### Desirable

- Experience of working or volunteering in a participatory arts environment.
- Experience of supporting individuals and / or communities to organise.

### Knowledge

#### Essential

- Knowledge, interest in at least one area of arts and culture.
- Knowledge of LGBTQIA+ communities and culture.

## Desirable

- Significant knowledge of Swansea's LGBTQIA+ community and organisations.
- Knowledge of third sector governance models.
- Knowledge of third sector fundraising.

## Skills / Abilities

### Essential

- Commitment to equality and diversity and LGBTQIA+ inclusion.
- A good standard of written and verbal communication.
- Good listening and communication skills.
- Ability to work with project participants regardless of ethnicity, gender, sexuality or social and economic backgrounds.
- High level of self-motivation, initiative, enthusiasm and commitment.
- Reliable, able to demonstrate good timekeeping and to present a structured and organised approach to detailed working.
- Able to work flexible hours including evenings and weekends.
- Demonstrable ability to work on own initiative and as part of a team.
- Ability to solve problems.
- Strong collaboration skills.

### Desirable

- Ability to Speak Welsh or willingness to learn.

## Qualifications

### Essential

- Degree or equivalent experience.
- Commitment to continuous professional development and willingness to undertake any training as may be required.

### Desirable

- Full driving licence and use of own vehicle for work purposes.

