

The Line: Public Programme Producer

Job Description and Person Specification

Permanent contract:

3 days per week (preferably within Monday to Thursday)

Commencing July 2023

Salary and hours: £29,120 pro rata (24 hours p/week, including a paid hour for lunch)

Employment benefits include holiday entitlement of 25 days' annual leave plus public holidays per annum for a five-day week contract (holiday entitlement is pro rata for part-time employees) and contributory NEST pension scheme.

Probationary Period: 3 months

Full employment terms will be included within the contract of employment.

Reports to: Head of Engagement

Location: Working from our offices at Here East and on the route of The Line in Newham, Tower Hamlets and Greenwich. Some remote working is possible.

The Line is an ambitious public art project in East London that connects Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian. Our mission is to connect communities and inspire individuals through a dynamic outdoor exhibition programme where everyone can explore art, nature and heritage for free.

We focus on collaborative engagement projects that support wellbeing and learning, as well as providing opportunities for young people to develop skills and improve employability.

At The Line, we value an open, inclusive and nurturing environment to promote collaboration, creativity and wellbeing. We aim to listen and learn from the people we connect with.

We believe in the transformative impact of art and nature, and are committed to increasing access to the arts through our programmes and challenging barriers to participation.

Find out more information [HERE](#)

The Line's public programme has expanded significantly over recent years to encompass weekly wellbeing walks, family workshops, artist talks, free tours and symposiums. The Public Programme Producer is a new role within The Line's expanding engagement team.

Job Description:

The Public Programme Producer will be responsible for coordinating **walks, tours, talks and events**, as well as supporting evaluation and wider research partnerships to map the benefits and impacts of our work. They will also work with The Line's Digital Producers to ensure the successful promotion of the programme.

Key Tasks and Responsibilities:

- Plan, develop and coordinate a broad programme of engagement projects, including managing the recruitment of artist facilitators where necessary
- Manage bookings through Eventbrite
- Ensure all events are well prepared, resourced and promoted with clear communication
- Explore opportunities to develop programmes with other local charities, community groups and stakeholders, aiming to support local people to connect with The Line's work

- Maintain contact and relationships with key local partners, including local authorities
- Prepare and manage budgets as agreed with the Head of Engagement
- Develop and implement consultation, monitoring and evaluation processes for The Line's work
- Fully embed reporting protocols on working with children and at-risk adults into project delivery and be responsible for reporting any incidents or issues that arise
- Work with the Digital Producers to publicise engagement projects and events through The Line's website, mailing lists and social media platforms
- Work closely with the Head of Engagement and the Development Coordinator to secure relevant funding for programmes, including contributing to funding bids, talking to current and potential funders about the programme and its impact
- Contribute to reports on The Line's public programme, as required, for the Director, trustees and funders
- Organise events that are inclusive and accessible for different audiences

The Line's current public programme includes:

- Weekly wellbeing walks for individuals who are referred through their GP / social prescribing link worker, or self-refer. These walks are led by a mindfulness practitioner and co-facilitated by former Youth Guides.
- Creative health workshops (supported by specialist freelance facilitators). Recent projects have included collaboration with Mind (Newham and Tower Hamlets) and Newham New Deal Partnership's early-stage dementia group
- Free Saturday tours from Queen Elizabeth Olympic Park to Cody Dock
- Community workshops and events (The Line is working on three new co-commissioned public art works that will be launched in 2024 and there will be a number of opportunities for community engagement as these are developed)
- Family-focused drop-in workshops
- A symposium in October at London Metropolitan University that brings together artists, academics and activists
- Bi-annual community consultations for local residents to learn more about The Line's work and to highlight their priorities and needs
- Artist talks
- Performances (in 2022, this included collaborations with English National Ballet and Akademi and in 2023, this will include two artist performances)

During 2023/24, The Line will expand its engagement programme and the postholder will be responsible for:

- Coordinating a pilot of BSL tours
- Coordinating a pilot of touch tours
- Expanding wellbeing walks into Greenwich
- Developing partnerships with venues along the route for hosting workshops and events

General Responsibilities:

- Be inclusive and operate in accordance with The Line's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures.
- Prepare risk assessments for all events and ensure all risks are mitigated
- Ensure partner organisations provide details on all participants ahead of any events / workshops and adapt risk assessment as necessary
- Secure DBS checks for all facilitators and contributors to deliver workshops
- Take responsibility for your own administration, devise and implement appropriate processes and procedures to achieve agreed objectives

- Ensure that projects are documented with photography and filming where possible, with necessary permissions and approvals
- Be an advocate for The Line and represent the organisation at launch events, workshops, and other evening and weekend events as appropriate, as well as at external professional events
- Have the flexibility to work evenings and weekends, as needed, for which TOIL (time off in lieu) will be given
- Undertake other duties as may be reasonably required.

Person specification

The Line is looking for an experienced and motivated engagement professional with event production experience in a wide range of settings.

About you:

Essential:

- Experience, enthusiasm and passion for working with all audiences, indoors and outdoors in all weathers
- Experience running events and projects with multiple work streams
- Efficient time management, and meticulous attention to detail
- Experience of coordinating programmes with clear outcomes, and using the outcomes to evaluate success and inform further development
- Able to work independently and creatively as part of a team
- Flexible and adaptable approach
- Able to recruit and coordinate freelancers
- Experience managing project budgets
- Able to problem solve and use own initiative
- Excellent communication and interpersonal skills
- Excellent administrative skills
- High level of IT literacy
- A commitment to developing an inclusive engagement programme
- The post holder will require an enhanced DBS check

Desirable:

- Experience of working with a broad range of participants
- Experience of engaging diverse audiences with art and nature
- Good understanding of the local context in East London

Circumstances

- Flexibility for occasional weekend working and evening events

Application deadline and interviews

The closing date for applications is **10am, 8th June 2023**. Interviews are expected to take place in person on Wednesday 21st June (afternoon).

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as

disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

How to apply:

1. Read the Job Description
2. Please send an email to workwithus@the-line.org with the following:
 - A **one-page** CV (PDF only)
 - A cover letter (**500 words max**) answering why you want the role of Public Programme Producer at The Line and how your skills and experience meet the job description
 - The names, email addresses, and telephone numbers of two people who can give you a reference. They will only be contacted if your application is successful and you accept the role.
3. Equal Opportunities Monitoring form ([CLICK HERE](#))

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact workwithus@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print. Please email workwithus@the-line.org