POPIN' PETE'S POP SHOP: PRODUCER (Freelance contract)

ABOUT THE COMPANY

"Working with companies such as Scanner's Inc is absolutely core to ENO's belief that collaborating with a wide diversity of art forms makes opera accessible and artistically dynamic. They have inspired us as a company so much and we hope to collaborate with Kate and her talented team again in the future."
Annilese Miskimmon, Artistic Director, ENO

Scanners Inc has been creating events that celebrate street culture since 2013. Founded by Creative Producer Kate Scanlan, we use dance, music and art to create vibrant experiences in public spaces that disrupt the flow of daily life. From high streets, to parks, under bridges, disused shops or theatres and galleries, we collaborate with creatives from across the globe.

Events
From The Bridge, our one-day Hip Hop culture festival that drew thousands to London's Southbank annually, to Street Live in Croydon, the world's first drive in Opera with ENO in the pandemic, to Popin' Pete's Pop Shop. Our mission is to create intergenerational events that connect history and create the future. Self Expression is key.

Educate
Hip Hops 'Each One Teach One' mantra is core. Our projects include Hip Hop History workshops, Help Hip Hop Kids in Rwanda, and our two-year female led Hip Hop project in Tunisia with the British Council.

Entrepreneurship
We support the next generation of creative leaders to become industry smart and entrepreneurially minded. Box Fresh Skills is our cpd programme offering one-day courses in a range of subjects, and Sofa Sessions is a knowledge network event; podcast launching soon.

Consultancy
We consult in the arts, private and public sectors on cultural placemaking, event design/delivery, artist/producer development, and strategy. Clients inc. Suzy Ashworth, Immediate Media, Lendlease Elephant Park, One Dance UK, Fuel Theatre, and V&A Museum.

JOB SUMMARY
Job Title: Producer (5 weeks freelance)
Reports to: Creative Director
Works alongside: Creative Director, artists and volunteers

PURPOSE OF THE ROLE
2023 is Scanner's Inc's 10th anniversary and we have funding to deliver a programme of activities in Croydon as part of This is Croydon, London Borough of Culture. The Producer is responsible for overseeing the delivery of a series of events this autumn that culminates in Popin' Pete's Pop Shop. The Producer will work alongside the Creative Director Kate Scanlan across this period and will manage finances and logistics, coordinate events and liaise with artists, partners and volunteers and members of the public engaging in the work. The role requires producing experience, exceptional organisational skills and an eye for detail.

The project includes Hip Hop History Schools tour, Box Fresh Skills CPD events, recording a new podcast, filmmaker commissions and the Pop Shop.

Popin' Pete's Pop Shop has been commissioned by This is Croydon, London Borough of Culture. It is supported by Centrale & Whitgift Shopping Centre, Croydon Voluntary Action, Croydon BME Forum and with support from Arts Council England and the National Lottery.
London Borough of Culture is a Mayor of London initiative, with support from Arts Council England and National Lottery Heritage Fund.

This role is critical to the delivery of Scanner's Inc 10th anniversary flagship programme.

KEY RESPONSIBILITIES
- Working with the Creative Director to plan and oversee delivery of Hip Hop History School tour, Box Fresh Skills training events, Filmmaker Commission, Podcast recording and Popin' Pete's Pop Shop.
- Managing budgets and financial processes to track spend, income, process invoices and expenses and contribute to reporting.
- Preparing and processing contracts for artists and other collaborators.
- Undertaking and supervising the preparation and circulation of schedules in consultation with the Creative Director and circulating them to artists and partners.
- Work with the Creative Director to ensure the relevant tech set up is in place for the Pop Shop and oversee installation and get out
- Artist liaison - to include supporting on booking travel, accommodation and arranging airport pick ups.
- Working with our Volunteer partner to ensure we have sufficient volunteers on the project and be their point of contact when they work on the project.

- In collaboration with the Creative Director and key partners ensure that the work is supported by online comms, to include ticketing, promotion on social media, PR requests and proofing marketing assets and obtaining sign off for them from partners.
- To source materials, set and resourcing to make the Pop Shop an incredible location to be in. To include, but not limited to prizes, spray cans for street art and materials for street art workshops, furniture, drinks sponsor etc.
- To support the Creative Director on small pieces of fundraising or sponsorship to enable the final elements of the project to be realised, inc dancer Bursaries and a podcast sponsor.
- Promote and manage the Pop Shop Travel Bursary enabling artists to travel from out of London.
- To liaise and book BSL sign interpreters for key events in collaboration with the Creative Director.
- Coordinate visitor, audience, participant, artist surveys
- To coordinate photographer/videographer schedules and ensure photo permissions are completed by all involved.
- First point of contact for Artists and participants during the project
- Attend key events in the project including the full week of delivery 23-30 October.
- To bring your own creativity and entrepreneurship to the project and suggest and lead on ideas to realise the full creative vision of the project. Ensure best practice and the highest quality of artistic outcome.
- To undertake all activities inline with Scanner's Inc policies and procedures, in particular equality, safeguarding, health and safety.
- Any other duties considered reasonable by the Creative Director.
- At all times to carry out duties and responsibilities with regard to Scanners Inc policies and procedures, ensuring that your work reflects our mission, values and priorities.

PERSON SPECIFICATION

The successful applicant will demonstrate the following skills, experience, and personal qualities. If you feel you have some, but not all of these, or you feel you bring transferable skills and knowledge from another sector, please get in touch and let's talk. kate@scannersinc.com

ESSENTIAL

- Knowledge of Hip Hop culture
- Experience of working with artists and supporting the delivery of projects in a range of spaces, inc. with general public and schools
- Experience in producing successful performing arts productions or events for yourself or other organisations
- Proven ability to draft and manage budgets and manage financial processes on projects including the final reconciliation.
- Excellent organisational and time management skills
- Excellent interpersonal and communication skills both verbal and written
- Able to work on own initiative, and prioritise a varied workload
- Ability to work well under pressure in a busy environment

- Ability to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- Willingness to work evenings and weekends
- Skilled at using Excel, Word and Eventbrite
- Flexible approach and 'can do' attitude

DESIRABLE

- Experience of fundraising and sponsorship
- Experience of using Canva and have video editing skills
- Familiarity with Scanners Inc and our work
- Able to start immediately

CONDITIONS OF EMPLOYMENT

Fee: £672.42 per week for 5.5weeks.

Flexible working is allowed and discussion about how the contract is worked in terms of working days per week will be agreed prior to the start of the role. The work is a mix of remote and in person, onsite in Croydon.

The fee includes holiday pay.

HOW TO APPLY

Please send completed application and equal opportunities forms before the closing date to: Kate Scanlan kate@scannersinc.com or in writing to Scanners Inc, 93 Lakehall Road, London CR7 7EJ

Closing date and time for applications: 12pm 30 August 2023
Interviews: Friday 1 September 2023

For this role we are particularly keen to hear from candidates who are Black, Asian or from the Global Majority*, who are D/deaf, disabled, identify as LGBTQ2s+ or neurodiverse. We believe the work environment is at its best when it includes people from different backgrounds and life experiences. We are interested in hearing from candidates with transferable skills from a non-Arts background.

***#BAMEOver – A Statement for the UK, Sept 2020**

In using the term 'Global Majority' we refer to people who identify as Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'.