

## Project Producer

### **Brief for a Project Producer for New Writing North's Gateshead Young Writers' Programme**

New Writing North [www.newwritingnorth.com](http://www.newwritingnorth.com) wants to appoint a freelance Project Producer to work on Gateshead Young Writers. This is a brand new programme funded by the Kavli Trust and taking place over two years.

### About the Gateshead Young Writers' Project

Through Gateshead Young Writers, New Writing North will take the full suite of its Young Writers programme to Gateshead. The programme aims to make change in young people's lives with writers and artists working with them to introduce them to artistic self expression and new cultural experiences, to support them to develop their own artworks, and to provide progression routes so that they can continue their own personal cultural journey, as creators and/or consumers of culture.

We will work with two partner secondary schools, Joseph Swan Academy, in Low Fell, and Kingsmeadow Community Comprehensive School, in Dunston, where around 400 pupils per year in Year 7 and 8 (11 – 13 year olds) will have the opportunity to work with writers and artists on a term-long project during school time. They will be encouraged to develop their own writing from their own experience.

We will set up lunchtime or afterschool groups within each school which will be available to pupils across academic years, so that young people who find they have a talent/interest are able to continue to develop their creativity outside of the classroom.

At the end of each term there will be a creative outcome (group song, performance, film), which will be shared and distributed.

As part of the project we will work with two feeder primary schools on a transition project in arts and creative writing between Year 6 and Year 7. We will also work community groups to reach young people in the care system and with mental ill health.

The project will also see the delivery of Summer Schools in the borough.

Each of these programmes will be beneficiary-driven and led by writers and artists, and a Project Producer who will attend every session. The approach we take to delivering this work is 'Human Centred Design'. This approach is iterative and relies on continuous immersion with the beneficiaries to ensure that their needs are being met and that opportunities are maximised throughout the programme.

### **The role of the Project Producer**

The Producer's role is vital in supporting young people to maximise the opportunities available to them through this programme. They will get to know all the young people involved, support their pastoral needs and identify developmental opportunities for them outside of the school (e.g. engagement in other arts activities, mentoring opportunities, visiting speakers to the school etc.).

The role of the Project Producer is on-the-ground delivery the project across Gateshead, in Kingsmeadow Community School, Joseph Swan Academy and other schools and community settings in Gateshead with support from New Writing North's Project Officer and Senior Programme Manager. The Project Producer will work with freelance writers to deliver ambitious activity which engages young people from underrepresented groups in creative writing (encompassing songwriting, spoken word, theatre, script writing, rap, poetry etc). The project producer will help create the best conditions for young people to express themselves creatively, to fulfill their artistic potential, to support their ongoing creative development and to engage with New Writing North's work.

The post reports to the Programme Officer (Participation and Young People) who coordinates this area of work. The job will involve the post-holder working with staff across the organisation. The post-holder will also engage with and develop relationships with external partners and peers.

### **The Project Producer's role includes:**

#### **Delivery**

- Attend and support all workshops and activity as part of the Gateshead Young Writers project
- To act as a representative for New Writing North
- Be the 'on the ground' contact for, and link between, school staff, students and New Writing North

- To support individual young people where appropriate, both in terms of their progression and their engagement within sessions
- Attend meetings at New Writing North where appropriate
- To coordinate end of term outputs and productions (eg films, music recordings, poetry collections)
- To promote and champion the aims of our young writers' programme
- To adhere to all provisions in New Writing North's Child Protection and Safeguarding policy
- Recognise potential and signpost young people to opportunities within New Writing North's wider programme and other opportunities in the region

### **Artistic Development**

- In collaboration with New Writing North's Senior Programme Manager (Participation and Young People) and Project Officer devise projects and programmes of activity that contribute to the organisation's values, goals and objectives
- Listen to young people and ensure their ideas, interests and concerns are central to the opportunities we offer for young people
- Identify and programme extra-curricular activity for students within school and recruit students for this activity.
- Identify opportunities for project development and see them through

### **Project Management**

- Build and maintain relationships with members of staff and students within Joseph Swan Academy, Kingsmeadow Community School, and other groups we work with.
- Liaise with staff at Joseph Swan Academy, Kingsmeadow Community School and freelancers to organise delivery of sessions.
- Undertake on-going evaluation with young people including in-session observations and end of term evaluation using tools including narrative interviewing and questionnaires
- Production of end of term evaluation reports
- To report to New Writing North's Senior Programme Manager (Participation and Young People) at the end of each session using an online monitoring form

### **Creating Digital Content**

- To develop and deliver digital content and marketing (including social media) for Gateshead Young Writers' project

### **Person Specification**

- At least one year's experience of working directly with young people and/or community groups
- Knowledge of participatory arts practice and policy
- Experience of delivering and/or producing projects in the arts
- Experience of working with schools
- Self-starter with the ability to demonstrate an entrepreneurial and ambitious approach to developing arts activity
- Knowledge of contemporary literature and current affairs
- The ability to work flexibly and independently, manage competing workloads and be highly proactive
- Strong planning and organisational skills with excellent attention to detail
- Ability to demonstrate experience of building and maintaining relationships with a wide range of people
- Ability to work flexibly both with colleagues and with partners
- Ability to identify opportunities and see them through
- A passion for the arts and literature and the role they can play in helping to address social mobility
- A passion for working with young people and recognising and developing their potential
- A good knowledge of the North East region
- The successful candidate will be required to apply for a DBS check if they don't already have one

### **Timescale and fee**

£75 per half day (£125 per full day when necessary) + £250 per term for project co-ordination/evaluation. (Fee is inclusive of personal travel/subsistence. Expenses will be paid for project activity.)

Some evening and weekend work may sometimes be required

Approx.30 half days per academic term (worked over three days per week).

The contract will run for two years.

If you are interested, please send us a CV and a covering letter (no more than 2 pages) by 5pm Monday 14<sup>th</sup> January. We will meet shortlisted candidates in late January.

If you have any questions please email Lizzie Nixon, Senior Programme Manager (Participation and Young People) on [lizzie@newwritingnorth.com](mailto:lizzie@newwritingnorth.com).