

# *stellar projects*

**CREATIVE PRODUCER  
APPLICATION PACK**





# INTRODUCTION

Stellar Projects are producers of creative projects and imaginative events. We create amazing collective experiences, bringing people together in celebration to share those 'you just had to be there' moments. In a world of grey, where everything stays the same, we add the colour. We create projects and events where people can rediscover play and creative potential, and enhance their well-being. We especially aim to engage with people who did not catch or have lost the habits of colour and play in their lives.

Stellar Projects was established in 2016 by the directors, Rachel Willis & Lyndsey Stephenson. Based in the Tees Valley, we have over 40 years' combined experience of producing high quality cultural projects and events, specialising in public realm and outdoor arts. We work in partnership with other cultural organisations, festivals and local authorities across the region to deliver projects which engage our local communities and artists, helping instil a sense of pride of place.

We exist to:

- Devise innovative and ambitious projects & events for local communities, providing opportunities for people of all ages to participate in creative activity
- Collaborate and co-create with our communities
- Make a difference to the people we work with, the audiences we attract and the places we inhabit. Create change and make a positive impact on culture in the Tees Valley
- Inspire happiness, wonder and connection, contribute to people's wellbeing, improve the lives of those who attend/take part
- Work in collaboration with a wide range of partners including local authorities, community organisations and initiatives, cultural venues and heritage organisations





We produce a wide range of arts projects, events and festivals including Nightfall Light Festival, Make & Mend Festival and Happy Rooms. Take a look at our website for more information on current and past projects

[www.stellarprojects.co.uk](http://www.stellarprojects.co.uk)



# SUMMARY

## Terms of appointment

**Role:** Creative Producer

**Contract:** Fixed term until March 2024, with option to extend

**Probation:** 6 months

**Notice Period:** 2 months

**Salary:** £32,000 pro rata

**Working hours:** This is a part-time post 3 days/24 hours per week (will include some weekend and evening work)

**Location:** The post will be based at our office, in Billingham, Stockton-on-Tees but we anticipate a degree of home and flexible working.

**Holidays:** 20 days per annum pro rata, plus bank holidays and plus discretionary additional days over Christmas for two week office shut down. Time off in lieu (TOIL) applies

**Pension:** Auto-enrolment with 3% employer contribution

**Reporting to:** Directors

## Purpose of the Role

Stellar Projects are seeking to appoint an experienced Creative Producer who will play an instrumental part in supporting the company to develop and deliver its creative programme. The Creative Producer will work closely with the Directors to ensure the smooth, efficient and professional planning and delivery of all projects and events, ensuring that they are delivered to a high standard.

We are looking for someone who is dynamic, motivated and passionate about the arts, with a wide range of experience and expertise, ideally within outdoor arts to support us to deliver a high quality, ambitious programme.

# TASKS & RESPONSIBILITIES

## **Creative Projects**

- Contribute to the development and delivery of Stellar Projects' creative programme which includes Nightfall Light Festival, Make & Mend Festival and Happy Rooms
- Deliver on all aspects of project advance, including project/programme management
- Report on project budgets ensuring that projects are delivered on budget
- Ensure effective planning and communication with the Stellar Projects wider team and other freelance staff across project programmes
- Manage and sustain effective, constructive and creative relationships with internal and external stakeholders including artists and programming partners
- Work with Production Managers and Technical Providers to ensure technical production is in place as required for each element of the events
- Support the delivery of events on-the-ground, including taking an Event Management role on event days, supporting the Directors and Production Managers at all times, including during build, live event and breakdown
- Work with the Directors and Marketing Co-ordinator to contribute to the development of promotional materials to maximise awareness and participation
- Ensure contracts are fulfilled with artists and suppliers
- Oversee the development of artist commissions and work with the Production Manager to ensure that they are developed ready for presentation at the relevant events on time and to a high artistic standard
- Manage community engagement programmes related to our projects and events
- Produce appropriate records for the project, including feeding into internal debriefs, contributing to reports and evaluation for funders and sponsors
- Steer internal and external meetings as required
- Act as an integral member of Stellar Project's team which may include contributing to other projects where required

## **General**

- Work closely with the Directors to develop Stellar Projects creative plan
- Contribute to the development of new ideas for future projects
- Establish and maintain strong working relationships with partners and external organisations
- Contribute to project monitoring and evaluation to external stakeholders
- Contribute to the recruitment of project advisory groups



# PERSON SPECIFICATION

Working within a creative, committed and skilled team, you will be a self-starter with experience of the production and delivery of a range of cultural/creative projects. You will demonstrate a good understanding of the arts and culture sector within the UK. Ideally you will have experience of producing light art festivals and mid to large scale outdoor events. Ideally we would like to employ someone based in Tees Valley, North East or North Yorkshire areas. You will need to be able to drive and have access to a vehicle.

## Essential

- At least 3 years' experience in a similar role
- A proven track record of working directly with a combination of artists and community partners
- Experience of delivering high-quality site-specific, live events (ideally experience of light art, outdoor festivals/events)
- Knowledge and experience of cross artform programming for large audiences, ideally with experience of programming for the outdoors
- Experience of developing and delivering community engagement projects
- Experience of working with multiple stakeholders, including sponsors and other partners.
- Experience of effective budget and contract management
- Excellent communication skills with a wide range of people
- Ability to work autonomously and as part of a team
- Excellent level of IT skills - familiar with Microsoft Office and proficient in Microsoft Excel and Google Drive shared document working
- Interest and knowledge in the arts, culture, festival and creative industries, particularly light art, performance, music and outdoor arts
- Experience of working with artists to realise their ideas and deliver the best possible visitor experience
- Excellent communication skills and able to communicate with a broad range of collaborators and stakeholders
- Excellent project management skills
- Ability to work calmly and positively under pressure
- Commitment to Stellar Project's vision, values and goals
- Flexible approach to working and excellent team working skills

## Desirable

- Experience of working with and reporting to funding bodies
- Knowledge of, or ability to develop understanding of Teesside's cultural sector.
- A commitment to sustainability and understanding of the climate change agenda.



# HOW TO APPLY

Please submit the following as either Word or PDF document. If you would prefer to submit in an alternative format, contact [hello@stellar-projects.co.uk](mailto:hello@stellar-projects.co.uk) to discuss how we can support this.

1. CV - 2 sides A4 max
2. Completed Diversity Monitoring Form.
3. Supporting letter (2 sides A4 max)

Application can be submitted as an audio/video max 8 minutes duration

Submit your application via email to [hello@stellar-projects.co.uk](mailto:hello@stellar-projects.co.uk) and we will confirm receipt of your application. Any queries about the role should be directed to the same email and one of our team will respond.

Application deadline: 5pm on Monday 12th June 2023

Interviews: Wednesday 21st June (either in our Billingham office or online)

In your Supporting Letter please include:

- What appeals to you about the role
- What makes you a really good fit for the job
- What particular experience you'll bring to Stellar Projects
- How you fit the person specification

In your covering email:

- Confirm that you have the legal right to work in the UK
- Confirm your availability on the interview dates, live or online
- State where you saw the job advertised
- Indicate if you have any access needs for the interview
- Give the name of two referees (not to be contacted before interview)

We are committed to further building representation across our team and board and ensuring we represent the diversity of Tees Valley. We particularly welcome candidates for this role from people who are currently underrepresented within the UK arts sector including those from lower socioeconomic backgrounds, people from the Global Majority, people who are disabled and neurodiverse.

Equal Opportunities Monitoring:

To help us monitor our Equality and Diversity Policy, we would be grateful if you could complete the attached equal opportunities monitoring form. When your application is received, this form is removed and is not used during the short-listing process. The information submitted is kept in the strictest confidence, following data protection requirements, and will only be used to monitor and analyse the progress of this policy.

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**TEES  
VALLEY**



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