



Trainee Producer

Freelance, 8 hours per week for 6 months

£20 per hour

Interested in gaining experience of working in the arts, in music, in museums and the wider culture sector?

Ready to take the next step in shaping your creative career?

About the Role:

Over the next two years, Cumbria Arts and Culture Network will be offering three six-month opportunities to learn the ropes, to gain experience in a range of different activities and to make contacts. This is the first of three trainee opportunities.

As Trainee Producer, you will play a key role in See It To Be It, helping to shape and deliver the project by drawing on your own experience and strengths

The core responsibilities will be to:

- Create social media and podcast content that cuts through and speaks to young creatives in Cumbria
- Establish and take part in the See It To Be It Youth Advisory Group to ensure the voice of young creatives is clearly heard as the project develops
- Help to plan logistics and content for CACN events (online and in person)

We're keen to help you develop as a creative professional, so we will shape the rest of the role around your needs and strengths.

You will be joining a friendly team of 5 freelancers who run Cumbria Arts and Culture Network, all on a part-time basis. You'll report to the Director, but you'll work with all of the team members on administration and marketing, content and programme development.

You will work 8 hours per week, arranged flexibly according to your own commitments and the demands of the CACN programme. This might include some evening and weekend working.

About Cumbria Arts & Culture Network (CACN):

Cumbria Arts & Culture Network is a not-for-profit company. We exist to connect, champion and develop the culture sector in Cumbria. We work with individual creatives and organisations large and small to create a healthy creative ecology. That means we run a programme of activity designed to help people in the sector feel connected and supported. We do this through: networking activities, training and mentoring, a weekly newsletter, sharing opportunities and promoting new work. We also make a regular podcast and have an active presence on social media.

Thanks to a recent grant from Arts Council England (the national organisation that champions, develops and invests in artistic and cultural experiences), CACN is about to embark upon See It To Be It. This is a major project designed to help more young people develop viable creative careers in Cumbria. We'll be working with over 30 organisations - from museums, theatres and arts charities to educational settings and careers advice providers - to do three things:

- 1) Connect up and promote existing creative development programmes so that young Cumbrians know about the range of opportunities open to them
- 2) Raise awareness of creative careers in schools and colleges, so that young Cumbrians understand the routes and options open to them
- 3) Provide more opportunities for young creatives so that a creative career in Cumbria is both viable and valued

To help us deliver this ambitious project we're creating three 6-month trainee placements (one after the other) designed for someone beginning their career.

Skill and Experience:

This is a developmental role, so we do not need you to have any particular qualifications. We're interested in your attitude and interests. We are looking for someone with:

- A demonstrable interest in the arts, heritage or creativity
- A curiosity for the bigger picture of Cumbria and beyond
- A basic digital skill set, including familiarity with social media platforms
- Strong communication skills and a positive outlook on life
- The ability to work as part of a team but also to work by yourself and organise your own time
- A willingness to travel, by car or by public transport, as needed

How to apply:

Please write to us and, in no more than 2-sides of A4, explain:

- Why you would like the role

- What your creative or cultural interests are
- Why culture and creativity matters to you
- What help you think young people in Cumbria most need to pursue a creative career
- The difference this opportunity will make to you
- What personality traits you can bring to the trainee role

Alternatively, you can submit a video application in which you respond to the points above in footage lasting no more than 4 minutes.

You are welcome to send a CV, no longer than 2 sides of A4, if you wish, but this is not essential.

Please provide the name and email contact details of 2 referees. These could include a tutor, supervisor, employer or family friend.

We especially welcome applications from young people who have previously found it difficult to break into the creative industries (for example because you live in a very rural area, are disabled or feel otherwise excluded). CACN is determined to play its part in making the cultural sector in our county an equitable, supportive environment in which to work.

This programme is aimed at those beginning their careers, particularly aged 18-30, but we welcome applications from all adults over 18.

This is a freelance opportunity, so the successful candidate will be responsible for managing their own tax and national insurance arrangements.

Applicants must have the right to work in the UK.

For a conversation with a member of the CACN team, please contact us on hello@cacn.co.uk.

Please send your application for the attention of CACN Director, Kate Parry, at hello@cacn.co.uk with the words **Trainee Producer Application** in the email subject.

Timeframe:

Closing date for applications: Monday 22nd September, 5pm

Interviews: 8th and 9th October