

May 2024

Beam - Freelance Creative Producer Opportunity Brief



Image L-R: Dewsbury Creative town Artist Talks; Dewsbury Letters, Emmeline North © Lucille Moore; Markham Vale Heritage Group © Andy Trynor; Living Landscapes, Stephen Broadbent © Wakefield Council; Building a more inclusive public art sector report, Bo Olawoye; Ever Glow, Graeme Mitcheson © Wakefield Council; Sounds of Dewsbury, Manasmitra © Lucille Moore; Beam Board awayday; Tapestries, Lenny & Whale.

Key Details

Summary: Beam is seeking to appoint a freelance creative producer to support the delivery of a range of commissions working with artists and communities in public spaces.

Contract type: Fixed fee freelance contract.

Hours/ Duration: Initially 30 hours per month (est one 7.5 hour day per week) for 6 months (26 weeks) with the potential for future work. Immediate start preferred.

Fee: Day rate £220 - £250 dependent on experience, up to a maximum contract value of £5720 - £6500 (dependent on the agreed day rate).

Reporting to: Directly to Beam Principal Consultants; Indirectly to Beam Board of Trustees.

Base: Remote working with occasional on site client meetings within West Yorkshire (as required by project work) and occasional in person meetings with Beam at our base at [The Art House](#), Wakefield, WF1 2TE.

Deadline: Monday 3rd June 2024, 5pm.

Interviews: On the morning of Monday 10th June 2024, in person in central Wakefield. *NB Pre-agreed travel expenses can be claimed to attend.*

Beam, the role & you....

As a freelance creative producer with Beam you will collaborate with artists, communities and clients to achieve ambitious results. Working alongside Beam Principal Consultants you will ensure the effective delivery of temporary / permanent art commissions in public spaces.

[Beam](#) is a cultural development organisation working across the North of England. Our inclusive approach champions, celebrates and engages artists and communities to shape and animate thriving places. Our work supports positive community wellbeing and economic benefit. We act locally and impact strategically. We have a base in Wakefield West Yorkshire, but work remotely over a wider area. Recent projects have included the [Dewsbury Creative Town Arts programme](#) and the development of '[Mural & 2D Art Guidance](#)' for Wakefield Council. We are currently supporting [The Leap, Bradford](#) with artist recruitment for a new sculptural artwork.

The Role - you will...

- Work alongside Beam's Principal Consultants to support the production of art commissions in public spaces, which may include murals, sculpture, artist residencies and more.
- Coordinate artist recruitment and selection processes.
- Support commissioned artist's creative community engagement processes.
- Coordinate and support commissioned artists as they undertake design development and delivery processes including:
 - Monitoring budget and schedule
 - Collation of information for planning, permits, licences, permissions, insurance, ownership matters, health and safety, RAMS, maintenance schedules etc.
- Identify opportunities for wider connections/ added value for commissions.
- Embed Equity Diversity & Inclusion, Sustainability and Accessibility principles throughout commissions.
- Collate information to support the promotion, amplification and dissemination of the process of the commission alongside any final outcomes.
- Support Beam social media activity about commissions as required.

- Attend team meetings with Beam Principal Consultants, providing timely and concise updates for reporting to the client / key stakeholders / partners.
- Support monitoring and evaluation of commissions.
- Observe and apply all relevant Beam policies including (but not limited to) Procurement, Sustainability, Equity, Diversity & Inclusion, Volunteering, Health & Safety, Evaluation & Monitoring.
- Other reasonable relevant activities as required to see the successful commission delivery.

We welcome applications from those underrepresented in the arts sector.

Person Specification

KNOWLEDGE AND EXPERIENCE	Essential	Desirable
Demonstrable experience of producing artist commissions in public spaces across a range of artforms.	√	
Experience of producing artists commissions in an outdoor setting	√	
Knowledge of a wide range of art forms and current artistic practice		√
Experience of working with community groups to meaningfully engage them with creative projects	√	
Experience of presenting at / contributing to meetings	√	
Experience in liaising with a wide range of stakeholders and businesses	√	
Understanding of methods of collecting data to produce evaluation / monitoring reports		√
Experience of hybrid working models		√

SKILLS		
Project management and coordination skills	✓	
Excellent organisational skills	✓	
Excellent communication skills across a wide range of stakeholders	✓	
Highly self motivated, with the ability to manage own time prioritising workload and working under own initiative	✓	
Proficient in Google Workspace tools and or MS Office particularly, Word, Outlook , Excel and PowerPoint	✓	
Proficient in creating content for and using social media platforms such as Instagram, X and Facebook	✓	
ATTRIBUTES		
Interest in arts, heritage, culture and placemaking	✓	
Interest in engaging communities in a meaningful way	✓	
Organised with the ability to direct and manage own workload and be proactive	✓	
Accurate and shows attention to detail	✓	
Commitment to team working and a flexible approach to working practices	✓	
Trustworthy	✓	
Assertive	✓	
Outgoing and friendly	✓	
Commitment to diversity, equity, inclusion and anti-racism	✓	

Additional Information

- Applicants need to be resident within a maximum of one hour travel time to Wakefield.
- The producer is expected to be able to travel within the West Yorkshire area.
- Project delivery within West Yorkshire will be required and occasional hot desking at The Art House, Wakefield with the wider staff team will be required.
- Our environmental policy states public transport should be used where possible.
- Travel expenses are paid for contracted work related travel - second class rail fare/ bus, car at 0.45p/ mile.
- You must have access to your own computer and internet access. Beam uses Google Workspace to enable remote working which includes email, shared folders & files, shared calendar and tools such as Google Sheets, Google Docs and Google Slides alongside Zoom for virtual meetings.
- This role is offered on a freelance basis so you will be responsible for managing your own tax and national insurance.
- We offer flexibility on working patterns, and are open to discussion to agree on a working pattern that works for you and for Beam.
- Work will generally fall within a regular Mon-Fri/ 9-5 working week.

Key Dates

Closing date for applications: **Monday 3rd June 2024, 5pm.**

Interviews to be held in person on the morning of **Monday 10th June 2024**, in central Wakefield (venue tbc).

Access

- If you require support or have any access requirements to complete the application process please do not hesitate to contact us.
- Please let us know if you have an Access Document that you would like to share with us or if you would like to make us aware of any particular needs so that we can best support you. If so, please be assured that we will keep this information confidential.

How to Apply

Applications can be made in written, video or audio format that respond to the questions below:

(2 x A4 pages saved as a pdf file) or (Video/ audio recording - max 3 minutes in duration)

1. What makes you the right person for this role?

2. What would you hope to achieve by working with Beam?

- Please feel free to use relevant paid and unpaid experience gained from present or previous employment and any community or voluntary work, leisure interests and the home.
- Applicants will be appraised on their ability to demonstrate the relevant knowledge, experience, skills and essential attributes to be able to deliver the role successfully.
- You may also supply a supporting CV.
- Beam will seek references upon appointment, please provide contact details for 2 x referees.
- For an informal pre-application discussion email Frances frances@beam.uk.net to book a slot for a call.

Contact

For all enquiries please contact -

Frances Smith, Principal Consultant, Beam

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07718 564 376

Beam, The Art House, Drury Lane, Wakefield, WF1 2TE

www.beam.uk.net [Portfolio](#) [Instagram](#) [Youtube](#)