



Job Description – Community & Learning Producer

Shubbak seeks a Community & Learning Producer to join our small and dynamic team for a series of exciting community and education projects in 2022 with the possibility of extending to a permanent role.

Shubbak (meaning 'window' in Arabic) supports and celebrates the diversity of Arab artists' creativity and innovation through its professional, participatory and engagement programmes, national touring and biennial multi-artform festival. Working nationally and internationally, we commission, initiate and develop projects that encourage a wide range of creative approaches in an artist-led process.

In 2021, Taghrid Choucair-Vizoso and Alia Alzougbi were announced as the new joint CEOs of Shubbak and as part of their new leadership, community and engagement work is being centred as a key part of the organisation. As part of this, we are looking for a new Community & Learning Producer to take responsibility for Shubbak's work with the Arab/South West Asia North Africa community and schools programme.

We are looking for someone with a passion for Arab/SWANA culture and working with groups who may have a history of less engagement with the arts in the UK. Knowledge of Arabic would be an advantage but is not an essential requirement.

Key responsibilities

- To take the lead in producing Shubbak's community, education and participation projects and relevant aspects of Shubbak's artist development programmes
- To develop long-term sustainable relationships with relevant community groups in London
- To assist the CEOs in all aspects of their roles relevant to the above

Key Duties

- Work with the Shubbak team to create and deliver a programme of community and education activities across the year and during Shubbak's biennial festival
- Act as producing lead for community and education work. This includes: negotiating and agreeing contracts; managing set budgets; coordinating arrangements for workshops, rehearsals and performances; communicating with partners organisations; liaising with artists.

- Facilitate sessions and meetings, both in-person and online, with community, school and youth groups
- Identify, contact and build relationships with relevant community groups, schools and individuals, developing an understanding of their needs and interests and act as liaison between them and Shubbak.
- Recruit, supervise and monitor the work of volunteers as and when necessary
- Work with Intern, supervising their support of community, education and engagement projects when appropriate and ensuring their involvement is educational
- Integrate access considerations across projects
- Develop and extend Shubbak's relationships with appropriate external agencies and organisations in community arts activity and foster partnerships where appropriate
- Develop structured routes for community partners and volunteers to continue to engage with Shubbak
- Keep abreast of local, national and international developments in community engagement in the arts and help ensure that Shubbak is at the forefront of development in such areas
- Identify and participate in training as needed for the role.
- Support and promote all company policy, with specific attention to Equality & Diversity, Customer Care, Health & Safety and Data Protection
- Consider and integrate access needs as part of events.
- Work with Marketing & Communications Manager to promote community events.
- Any other reasonable duties as required

Person specification

Essential

- Knowledge, understanding and/or interest in Arab/SWANA world and/or arts sector
- Interest in community projects
- A minimum of two years of working in arts and culture, community engagement, event management or similar relevant fields
- Experience of working with people from a variety of backgrounds
- Ability to build and maintain good working relationships with a variety of contacts
- Strong project management skills
- Strong facilitation skills
- Understanding of issues relating to diversity & access
- Excellent communication skills (written and verbal)
- Experience of budget management
- Knowledge/experience of safeguarding within a community/education project context

Desirable

- Excellent written and spoken Arabic and/or French
- Experience of working in arts and culture
- Networks within the Arab/SWANA community
- Networks within the education sector
- Experience of fundraising applications and/or reports

Equal Opportunities

We are an equal opportunities employer and value applications from a variety of backgrounds. Disabled candidates who meet the essential criteria for the role will be guaranteed an interview.

Flexible working

We are open to requests for flexible working patterns such as a job share, compressed hours, part-time hours or flexible start and finish times. Due to the nature of the role, we cannot offer a fully remote position but we are happy to discuss these other flexible working options in order to accommodate people from a variety of life situations. Please clearly mark any flexible working requirements in your covering letter and we can discuss further at the interview stage.

Terms

Hours: Full-time, six month contract with the possibility of extension to a permanent role dependent on funding

Salary: £30,000 pro rata (i.e. £15,000 for six months)

Start date: April 2022

Location: Remote and/or in Shubbak office in central London (to be agreed)

Project work across London as needed for event delivery

Application

To apply, please send a CV and covering letter (no more than 2 sides A4) setting out your relevant skills and experience for the role to recruitment@shubbak.co.uk by 10am, Monday 14th March.

Interviews are likely to be held the weeks starting 14th and 21st March 2022.

If you have any questions about the role or application process, please contact Jodie Gilliam, Head of Finance and Operations, at jodie@shubbak.co.uk