

Job Description

Job Title	Senior Creative Producer
Directorate	Neighbourhoods and Housing
Service Area	Culture Liverpool
Grade	10
Competency Level	3
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Cunard Building / Home
Disclosure and barring service (DBS)	not required
Job Evaluation Ref No	

Job Purpose

To oversee the development and delivery of all creative content programming related to Culture Liverpool's programme.

To be responsible for ensuring sector leading creative concepts are delivered across a wide range of aligned outputs to increase the level of impact they can produce.

Directly Responsible For:

- Creative Producers
- Assistant Producer Liverpool 2028

Directly Responsible To:

Head of City Events

Main Areas of Responsibility:

- Responsible for the creative development and delivery of a range of high profile cultural programmes
- To develop original ideas and be responsible for turning them into stand alone live events, projects or artistic interventions as part of a wider major event
- To work in conjunction with the creative community programmes across to ensure that the two programmes are complementary and that community and outreach programmes align and benefit the creative ambitions of the wider programme and vice versa
- To work as part of wider event delivery teams ensuring that the creative element of each project is delivered in line with wider event aspirations, working closely with the operational teams internally and externally, rights holders and event owners
- To oversee creative programme budgets, being responsible for all processing of expenditure and management of contracting between LCC and third party contractors and artists
- To line manage a number of internal producers as well as freelance production and creative teams on site
- To engage with and relationship manage both international artists from across all disciplines and a range of local organisations
- Provide detailed advice and guidance to many different stakeholders and use high level persuasion and negotiation skills to challenge when necessary differing expectations

- Oversee the creative planning of projects alongside a range of stakeholders to help to bring a collective creative vision to life
- Liaise with all stakeholders and contractors to oversee the completion of works, ensuring plans are in line with all relevant city council procedures and requirements
- Work alongside Creative Directors and the Director of Culture to develop compelling programming delivered by Culture Liverpool and a range of partners
- Work alongside Liverpool City Region Destination Partnership to produce compelling marketing and comms campaign to support the creative programme
- Oversee all relevant procurement requirements for the programme
- Attend a range of stakeholder and cultural events as a senior representative of Liverpool City Council to external stakeholders
- Resolve any concerns raised in relation to creative work that could at times cause challenging public opinions
- Ensure compliance of and give advice to others in relation to Health & Safety legislation at events that must be followed
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- Creative Production management teams across all projects

Budget and Financial Responsibility:

- Responsible for creative budget
- Responsible for all processing of expenditure and management of contracting between LCC and third party contractors and artists

- Working alongside wider Culture Liverpool team to explore different options income generation to support the programme
- To identify and attract funding, construct compelling bids, and to see the process through end-to-end
- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities
- Supporting the delivery of the Culture Liverpool programme ensuring direct economic benefits as well as areas of social value including community engagement and cohesion, Volunteering, Sustainability, Local Procurement and Job Creation

Physical Demands of the Job:

- Occasional lifting and carrying of office equipment and team equipment
- Occasional lifting and carrying of equipment during events
- Standing/Walking for long periods of time (event time only)
- Working in adverse weather conditions (event time only)

Corporate Responsibility:

- Represent Liverpool City Council to high profile partners and stakeholders
- Contribute to the delivery of the Council Plan
- Deliver and promote excellent customer service, externally and internally

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level – **Level 3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level or equivalent in a related subject alongside evidence of continued professional development (A,I)

Experience

Essential

- Significant experience of designing, overseeing and leading large creative and cultural projects involving multiple stakeholders (A,I)
- Experience of managing teams made up of a complicated matrix of suppliers, freelancers and in house resource (A,I)
- Experience of working with high profile and demanding internationally recognised artists (A&I)
- Ability to attract and or identify funding, construct compelling bids, and to see the process through end-to-end (A,I)

Desirable

- Experience of managing complicated multi stakeholder work programs

- Experience of managing creative and artistic budgets of over £1m
- Experience of delivering high quality content while delivering at pace and to tight deadlines
- Comfortable developing creative concepts – often initially vague – with artists and organisations
- Experience in delivering major cultural projects in city centre locations, at speed and to budget
- Used to working collaboratively and helping bring to life a strong creative vision
- History of managing contractors to deliver to the highest possible standards
- A clear understanding of working in the public realm and all related management aspects

Skills/Abilities

Essential

- Excellent project management skills including the ability to project manage a complicated network of stakeholders (A,I)
- Confident managing large, complex budgets (A,I)
- Excellent time management skills and the ability to work to tight deadlines (A,I)

Desirable

- A strong communicator
- Ability to work collegiately as part of a wider team but also the ability to work independently

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Desirable

- Willingness to travel and represent Liverpool City Council within another local authority