

Job Description

Job Title	Special Projects Producer
Directorate	Neighbourhoods
Service Area	Culture Liverpool
Grade	7
Competency Level	2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A9007.

Job Purpose

To manage all aspects of designated production & projects across a variety of Culture Liverpool departments including events, marketing, logistics, operations, finance, experiential and production.

To support the with the management and development of new content ideas for the Culture Liverpool events programme across a range of themes and scales

To take creative ideas and produce them into live events, projects or artistic interventions, managing them from conception through to delivery

To support the wider Culture Liverpool team with key projects within the delivery of the wider event programme



Directly Responsible For:

Project & Production Management / Creative Development.

Directly Responsible To:

Senior Creative Producer.

Main Areas of Responsibility:

- To manage (at a strategic level) all aspects of projects including creative development, producing, logistics, operations, finance, transportation and production plans
- Organising, facilitating and participating in project-related meetings, workshops and events (including off site). Manage, draft and circulate agendas, papers, taking minutes, updating actions and risk/issue register and recording decisions and advising responsible persons of relevant actions
- Developing and maintaining project management documentation – (Business Case, Project Plans, Risk Register, Issue Register, Project Dashboard and PMO reports etc). Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions
- To liaise with all stakeholders and contractors, at a senior level, to manage the completion of works, ensuring plans are in line with all relevant city council procedures and requirements
- To liaise closely with marketing and communications teams to take responsibility for ensuring projects are well represented and achieve the best possible reach
- To set and manage project budgets on a day to day basis, ensuring projects are kept within budget and are cost effective.
- To manage commercial & sponsorship contracts as required for the delivery of a project

- To engage with and manage relationships with both international artists from across all disciplines and a range of local organisations in the delivery of new ideas of their own projects
- To work on artists contracts as the key link between LCC legal and the artist, negotiating terms of contracts and managing all aspects of contract delivery including performance, accommodation, travel, budgets as well as on site artist liaison management to ensure the contracts are delivered as agreed.
- To assist with the planning and delivery of VIP events
- To support the Culture Liverpool team on event delivery both pre planning and on the day delivery including event operations, VIP's, stakeholder engagement, artist management and marketing. and sponsor activation
- To manage the development and coordination of economic impact research across the Culture Liverpool event programme, liaising with the provider to ensure correct methodology, event requirements and post event reports are delivered on time and within budget
- To analyse research and interpret new & existing information including government policies
- To manage the procurement of project services, processing of purchase orders and ordering of required goods
- To manage the staff & contractors required to deliver the projects this role is responsible for. Including the aligning of delivery plans and project plan co-ordination
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness of service delivery

Budget and Financial Responsibility:

- Develop budgets for designated projects, oversee all spend and day to day manage a centralised budget for projects
- Ensuring any project funding requirements are adhered to and managing the collation of any post event funding reports
- 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.
- Monitor financial performance and deliver within budget
- Monitor and remain within set budget for projects
- Manage any commercial & sponsorship income as required
- Explore different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Occasional lifting when on site for an event
- Sitting behind a desk on a PC for prolonged periods

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting 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 **2**.

[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

- Event / Production management experience and/or a relevant event degree (A,I)

Desirable

- Creative producing/management training

Experience

Essential

- Experience of managing a range of creative projects with roles including event management, site and production management, stakeholder engagement, VIP management, managing budgets, producing, artist management, and marketing management (A,I)
- Experience of working on artistic legal contracts and providing travel, accommodation, per diems and event rider requirements (A,I)
- Ability to attract and or identify funding, construct compelling bids, and to see the process through end-to-end (A,I)
- Experience of finance including budget management, processing purchase orders, ordering goods and processing procurement (A,I)
- Experience of stakeholder management to a high level (A.I)



Desirable

- Experience of planning and delivering VIP events developing creative ideas and producing these from conception through to delivery
- Experience of managing economic research with a good understanding of event requirements and methodology

Skills/Abilities

Essential

- Ability to work in a team environment and with minimum supervision.(A,I)
- Excellent communication and organisational skills (A,I)
- Good working level of computer literacy (Microsoft applications, e-mail, internet) (A,I)
- Ability to confidently liaise with a wide range of stakeholders and artists to ensure effective event delivery (A,I)

Desirable

- Ability to work corporately and with Government, Marketing Liverpool, the Liverpool City Region Combined Authority, high profile brands and local communities
- The ability to react quickly and decisively to changing work priorities and deadline

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council and the City Plan
- Personal commitment to equality of opportunity in management and service delivery and a sound understanding of how equality can be promoted through quality and performance management

Other

Essential

- Examples of effectiveness in roles carried out (A,I)

Desirable

- Driving license