

# J U K E B O X

---

## C O L L E C T I V E

<b>Job Title</b>	<b>Producer / Project Manager</b>
<b>Department</b>	<i>Jukebox Collective</i>
<b>Reports to</b>	<i>Artistic Director &amp; Strategic Director</i>
<b>Rate</b>	<i>£100 - £150 day rate depending on experience</i>
<b>Contract</b>	<i>Freelance / Project Based</i>
<b>Location</b>	<i>Remote and at our office in Butetown Community Centre 40 Loudoun Square, Cardiff CF10 5UZ</i>

### JOB CONTEXT

We are a community-rooted, youth-led collective nurturing tomorrow's creative voices. We do this through our multidisciplinary classes, academy and creative agency where we specialise in artist management, casting, curation & consultancy.

We are looking for a **Producer / Project Manager** to join our team to produce multiple projects as part of our 'Connect & Flourish' fund. Projects include; producing digital campaigns, a series of creative workshops and an immersive event.

You should have a background in or knowledge of production and project management and be able to work alone as well as be a key member of a small team. You will have the ability to manage multiple projects simultaneously, coordinating specific details, information and requirements to strict deadlines.

### RESPONSIBILITIES

#### Producing

- Produce our 'connect & flourish' projects and events which include; producing a digital marketing campaign, producing a series of up-skilling workshops and producing a large scale cultural event in Wales.
- Oversee production from ideation to delivery with a keen eye on budgets, schedules and contracts.
- Develop timelines and project plans.
- Liaise with external companies, freelancers to track progress of projects.
- Be responsible for contractual agreements.
- Internal budget management and timely payments.

#### Project Management

- Planning and project management of hybrid digital and in-person full day events.
- Support the development of content and curation for the eventProject reports and case studies.
- Reconcile project budget and report on finances.

- Various admin tasks including meeting notes and actions, maintaining schedules, case studies etc.
- Post event evaluation, analysis and follow up as required.

## PERSON SPECIFICATION

### Essential Skills and Experience

- 3+ years experience working as a producer / project manager in a creative environment
- Experience in production both online and in person
- Ability to oversee productions, interrogate budgets and schedules
- Knowledge of legal agreements and familiarity with contracting
- Strong communication and organisation skills
- Ability to work under pressure and to deadlines
- Problem solving
- Understanding of the Jukebox Collective brand aesthetic and audience
- Experience of managing in-person events
- A proactive approach and flexibility to respond to new opportunities that may arise

### Desirable

- Experience of working on events related to culture / arts
- Driving licence

### Summary

#### **Location**

Cardiff

#### **Hours**

Part Time 3 days per week ( could grow into full time role )

#### **Salary**

£100 - £150 day rate depending on experience

#### **Contract**

Freelance Contract - Projects happening between May 23rd - December 2022 (8 months)

**To Apply:** Please send a cover letter and your CV to: [jobs@jukeboxcollective.com](mailto:jobs@jukeboxcollective.com)

#### **Closing Date**

May 9th, 2022

#### **Interviews**

Week commencing May 9th, 2022

#### **Website**

<http://www.jukeboxcollective.com>

**\*\*\*We reserve the right to withdraw post early upon finding the right candidate\*\*\***

*Jukebox Collective is an equal opportunities employer.*