

## Job Profile

<b>Job Title:</b>	Creative Producer, Arts and Cultural Programming
<b>Location:</b>	Based at Hampton Court Palace but working across HRP palaces as required
<b>Status:</b>	Permanent, Full Time
<b>Responsible To:</b>	Arts & Cultural Programming Manager
<b>Responsible For: Direct Reports</b>	Varied artists, writers, designers, technical and production staff
<b>Indirect Reports:</b>	Varied cross functional HRP teams focused on delivering a specific project.
<b>Budget Responsibilities:</b>	Management of event/project budgets up to c.£150k

---

<b>Purpose of this job</b>	<p>To spearhead and realise ambitious live events and projects within the Arts and Cultural Programming team.</p> <p>To produce events and projects that foreground the contemporary relevance of our stories, invite new perspectives and represent unheard or underrepresented voices.</p>
<b>Main customers to this job</b>	<p>(internal) Head of Live Programming Arts and Cultural Programming (ACP) Manager and rest of the ACP team (1 Senior Producer, 3 Creative Producers and 2 other Assistant Producers, casual Production Assistants and Stage Managers) Public Engagement Directorate &amp; Departments Other internal departments including Operations, Health &amp; Safety, Communications &amp; Development, Conservation, Surveyors and Curatorial.</p> <p>(external) Members of the public (inc Access &amp; disability groups) Artists, performers and live interpreters Partner organisations (arts and heritage) Professional peers and associations Equipment and prop suppliers</p>
<b>Key areas of responsibility</b>	<ul style="list-style-type: none"><li>• Produce artistic projects and cultural events that compel new audiences to engage with our stories and palaces, as per our Public Engagement strategy and Arts &amp; Cultural Programming framework.</li><li>• Catalyse and maintain the creative vision for the projects and events you lead in close collaboration with the Arts &amp; Cultural Programming Manager.</li><li>• Research - Research artists or other creative collaborators for future live events or projects as directed by the Arts &amp; Cultural</li></ul>

Programming Manager. Gather historic research materials during concept and creative development stages of projects.

- Work within our internal project management framework and ensure projects and events are delivered on time, efficiently and cost-effectively.
- Assemble and lead the internal project team, production and creative teams as required.
- Compile proposals, business cases, project plans, cost plans, and staffing plans for your projects.
- Forecast events and projects budgets (income and expenditure) and monitor on a monthly basis.
- Create briefs and negotiate contract terms in close collaboration with our Procurement team. Ensure contracts are issued, signed and returned in a timely manner as per our Procurement procedures.
- Work in close collaboration with our internal Communications, Web and Ticketing teams and external partners to set up strategic communication and ticketing plans and support their delivery where required.
- Lead the planning and delivery process of your projects and events with the support of our Assistant Producers and casual production staff.
- Be the main of contact and interface between internal project teams and external creative teams. Set and manage expectations, mediating solutions where required.
- Plan for / foresee project risks and problem-solve in close collaboration with key internal teams/external contractors. Delegate tasks as required.
- Ensure your projects and events are delivered in line with HRP's Health & Safety and safeguarding policies and that team members and contractors receive appropriate briefing and training.
- Report on projects status and progress to the Arts & Cultural Programming Manager.
- Ensure each event and project is documented and recorded appropriately.
- General admin - Arrange meetings, book and set-up room, take minutes, circulate agenda and minutes.
- Carry out tasks in support of other areas of Arts & Cultural Programming or Public Engagement events as may be required and directed by the Arts & Cultural Programming Manager from time to time.

In addition to your main areas of responsibility, we have identified the core qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy.

**Core Qualities and Behaviours  
(HRP's Performance Framework)**

- Go above and beyond to create personalised experiences that inspire and provoke change (Create Memorable Experiences)
- Cut through complexity to find simple solutions and encourage agile ways of working (Simplify & Adapt)
- Generate the money to grow our impact and care for our palaces; create a culture of getting better value and increasing our financial headroom (Money Matters)
- Demonstrate the courage to push the boundaries, striving to stretch ourselves (Fresh Thinking)
- Work collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP' (In this Together)
- Enable and support your staff to succeed (Inspire Success)

**Other rules/standards**

In addition to Key Areas of Responsibility and Core Qualities and Behaviours above, you will be required to read, understand and comply with the rules/standards contained in HRP's Code of Conduct.

The Arts and Creative Programming Assistant Producer will be required to work on some evenings, weekends and bank holidays.