



## **Freelance Creative Producer**

### **Project - Things for Families to Do Together**

#### **June - September 2024**

Create Sheffield has been awarded funding from the Sheffield Virtual School to create a new guide to arts, cultural and creative family activities happening across Sheffield. We know from research that children, young people and their families don't always know what is on offer in the city and we want to change that.

We are looking for an organised, creative and talented communicator who can support care-experienced families to create accessible and inclusive marketing that appeals to the widest definition of family.

Your role will be to work with care experienced families across Sheffield to produce an accessible and inclusive guide showcasing creative family events in the city. This guide will be created with, for and by care experienced families. As a result of the project more families across the city will know about the different activities on offer, will feel that the activities are for them and will take part in more activities.

#### **Your role will be to:**

- Lead the project from development, through delivery to the finished guide/marketing materials
- Recruit care experienced families to take part in the project in partnership with Sheffield Virtual School
- Consult with the families to find out what kind of creative events and activities they are interested in and then research what is available
- Support the families throughout the project and in particular on visits, the support needed will depend on the needs of the family
- Work with the families to create accessible and inclusive marketing materials that will appeal to a wide range of family audiences
- Manage the budget, timeline and logistics to ensure that the project delivers a quality result on time and within budget
- Evaluate the success of the marketing materials

#### **Requirements**

- You will have a track record of project management with relevant experience of co-producing resources with multiple stakeholders
- Experience of working in arts and/or community settings
- Exceptional people skills and ability to form effective relationships

- Understand, hear and listen to marginalised voices particularly with diverse family groups
- Bring energy and creativity to the role as well as focus and an ability to deliver results
- Work independently and on own initiative as well as working with others

## **Budget**

This role is offered on a freelance basis and there is a budget of £7500 to cover the work.

There is a separate budget to produce the materials, for training, travel for the families etc. This role will be based in Sheffield and will require a fair amount of travel across the city. Mileage (or public transport costs) will be paid, for travel within the city but you will be expected to be based either in, or able to easily travel, to the city of Sheffield. You will need to work flexibly and be sensitive to the needs of the families. You will also need to be available to work evenings and weekends as required.

This role will be supported and managed by Laura Travis, at Create Sheffield.

## **Terms and Conditions**

Freelancers are required to obtain and maintain personal Public Liability Insurance and an up-to-date DBS check. The individual will be personally liable for their own tax deductions and national insurance contributions.

## **For more information**

Please contact [laura@createsheffield.co.uk](mailto:laura@createsheffield.co.uk)

## **How to apply**

Please submit your CV with a cover letter which outlines how you meet the requirements as well as the details of two references. Please include your daily rate and a timeframe, including key milestones, with your application.

You will also need to complete a Create Sheffield [equal opportunity form](#)

Applications should be sent to [laura@createsheffield.co.uk](mailto:laura@createsheffield.co.uk)

**Closing date for applications is 10am Tuesday 14 May 2024. Interviews will take place in person on Tuesday 21 May at Learn Sheffield's office in Albion House, Sheffield.**