

**Creative Producer -Job Description and Person Specification**

**Access:** If you would like to receive an accessible version of the job description and person specification, please contact anna@comartsnw.org.uk

**Salary:** £24,000 - £30,500 pa pro rata, depending on experience.

**Contract:** Permanent

**Working hours:** Four days a week, with some evening and weekend work (as needed to deliver the programme).

CAN will work flexibly to secure the right candidate.

**Location:** The job is based at the CAN office in Manchester’s Northern Quarter, as well as various locations across Greater Manchester.

**Closing date:** 20th October 2025

**Interview date:** w/c 3rd November 2025

### Role Overview

### We’re seeking a passionate and socially engaged Creative Producer to lead innovative, community-driven arts projects across Greater Manchester. You’ll collaborate with diverse communities—particularly people from global majority backgrounds, refugees, and other underrepresented groups—to co-create powerful, high-quality artistic work across multiple art forms.

### This role is ideal for someone with experience in creative production, community arts, and event management, and a strong commitment to socially engaged practice. You’ll need to confidently manage partnerships, budgets, and logistics, while ensuring projects are meaningful and impactful.

### Aligned with CAN’s mission to promote social justice through the arts, the role requires a deep understanding of the arts as a tool for change—and experience working with refugee and/or migrant heritage communities is essential.

### About Community Arts Northwest (CAN)

### Community Arts North West (CAN) is an award-winning UK organisation in the field of participatory arts, migration and social change. CAN’s pioneering work aims to create expression and visibility for the diverse communities and artists based in the region through dynamic partnerships and inspirational programmes of work. It is an Arts Council England - National Portfolio Organisation and Manchester City Council Cultural Partner 2023-2026.

### CAN is at the forefront of contemporary, inter-cultural arts practice and has been a leader in the field of participatory arts since 1978. We have a particular expertise and interest in arts and migration. We work in partnership with culturally diverse communities, artists, cultural and third sector agencies in Greater Manchester, to develop unique, creative projects with people whose voices are seldom heard in the mainstream.

### Through exciting, high-quality and meaningful creative projects CAN shares powerful creative work; shining a light on new talent and fresh voices and enriching Greater Manchester’s cultural landscape.

### CAN’s particular specialism is projects that bring together people from across cultures and communities. We work across a wide range of art-forms including new theatre, live interactive mixed-media performance-based work, new music production, digitally created arts, festivals, events and new platforms for sharing and distributing work that inspires. For more information, visit www.comartsnw.org.uk

### Plans for the future

CAN is at an exciting point in its development. Funding from Arts Council England as a National Portfolio Organisation (NPO), and Manchester City Council Cultural Partner is secured for 2024-26. Recent and current programmes include:

• The annual **Horizons Refugee Arts Festival**, co-created in partnership with HOME and the Arts and Migration Network, is now in its 7th year.

• **CAN Young Artists** (CYA) 3-year performing arts programme with young refugees and asylum seekers in Manchester.

• **Rochdale Women’s Voices** International Women’s Day project working with women’s groups from Kashmiri Youth Project (KYP) and Hopwood Hall College.

• CAN featured in the UNHCR UK **A Great British Welcome** exhibition which tells the story of how communities across the UK welcome people who have been forced to flee their homes. The exhibition launched in London in 2023 and then toured to Manchester following a launch event at Manchester Art Gallery in 2024.

• **World of Song** two-year partnership with Manchester’s acclaimed music organisation and venue, Band on the Wall, supported by the National Heritage Lottery Fund. The programme will explore and showcase new music brought to Manchester through migration.

### The Creative Producer Post

**Responsible to**: Creative Director

This post is a key role within Community Arts North West, working closely with communities, artists and partner organisations to deliver a meaningful and groundbreaking programme.

Responsibilities:

**Creative vision**

* Work collaboratively with the Creative Director to shape programmes in line with CAN’s mission of empowering diverse communities through the arts.
* Design and curate inclusive, culturally relevant, and high-quality arts programmes across disciplines (visual arts, performance, digital, etc.).
* Identify and commission artists; co-create with collaborators from diverse backgrounds.
* Explore and implement innovative practices and models for engagement, including digital platforms and hybrid events.

**Community Engagement**

* Proactively and sensitively engage with underserved communities, building meaningful relationships to foster new creative collaborations.
* Co-design and produce participatory arts projects in collaboration with community groups and artists.
* Work with participants to support artistic development and build creative confidence.
* Ensure safeguarding, access, and inclusion are central to all projects.
* Build relationships and advocate for artists and communities, particularly those from migrant backgrounds, including refugees and asylum seekers.
* Work with freelance artists and community partners to shape project content and delivery.

**Project Management**

* Lead on planning, scheduling, and execution of projects from concept to completion.
* Ensure delivery is on time, within scope, and budget.
* Manage all monitoring data for projects using CAN’s CRM system.
* Collaborate with CAN’s Marketing Associate to produce high-quality written and visual content across all platforms, ensuring alignment with brand guidelines.
* Work closely with CAN’s marketing manager to share participant voices and outcomes.
* Oversee placements and volunteers, ensuring their effective involvement in the creative programme.
* Oversee contracting of artists, freelancers, and suppliers, involving relevant CAN staff where necessary.

**Other duties**

Actively engaging with the organisation’s vision and policies regarding Equity, Diversity & inclusion, Safeguarding, Artistic Ambition, Participation and Engagement, Health and Safety, Access and Disability, Evaluation and Monitoring:

* Attend regular company meetings as required.
* Together with staff-team develop, implement and monitor high-quality service standards throughout the Company.
* Carry out all tasks in accordance with best practice and organisational Action Plans in respect of CAN’s Environmental Action Plan.
* Be familiar with and adhere to the Company’s Policies and Procedures including Equity, Diversity and Inclusion; Health and Safety; and Dignity and Respect in the workplace.
* Work in a flexible manner, able to work evenings and weekends as required.
* Uphold the core values of CAN and operate by them.
* Sensitivity to work colleagues when working in an open plan office.
* Undertake any other duties that may be reasonably required in connection with the position.
* Stay informed of sector developments in socially engaged arts practice.
* Attend company-wide training.
* Contribute to the development of the arts sector by sharing expertise and knowledge with freelancers and partner organisations.

**The Creative producer post – person specification**

The successful candidate will demonstrate:

**Essential**

* Experience of working with culturally diverse communities, especially refugee and migrant groups.
* Proven experience in designing and delivering community-led or co-created arts projects, ideally within socially engaged or intercultural settings.
* Strong knowledge of the socially engaged arts sector, including practices relating to migration and diaspora communities.
* Demonstrated ability to engage meaningfully with marginalised or underserved groups, particularly migrant, refugee, and global majority communities.
* Experience leading arts projects from concept to completion, including planning, scheduling, budgeting, and delivery.
* Ability to manage project finances, including budget tracking, reconciliation, and reporting to funders.
* Experience producing high-quality creative programmes and events, with hands-on involvement in creative production.
* Skilled in building and managing relationships with diverse partners, including community organisations, schools, service providers, and mainstream institutions.
* Excellent interpersonal and communication skills, with the ability to engage effectively with a wide range of partners, community groups, and stakeholders
* Confident working with teams of freelance artists, volunteers, and collaborators — including recruitment, contracting, and supervision.
* Experience collaborating with different departments such as communications, marketing, and admin.
* Ability to collect and analyse data, contribute to evaluations, and produce written and visual reports for stakeholders.
* Strong communication and interpersonal skills, with the ability to build trust with communities, artists, and partners.
* Skilled in resolving minor conflicts or tensions that may arise during collaborative work.
* Commitment to inclusive, anti-oppressive practice and understanding of equity, diversity, safeguarding, and accessibility in creative contexts.
* Ability to manage deadlines, adapt to last-minute changes, and solve operational challenges with flexibility and resilience.
* Meticulous approach to both visual presentation and written communications.

**Desirable**

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* Have received recent safeguarding and trauma-informed training
* Familiarity with CRM systems or project tracking tools is helpful.
* Experience with digital storytelling, film, or new media as tools for engagement.
* Experience contributing to funding applications, fundraising strategies, or organisational planning.
* Experience of fulfilling Arts Council National Portfolio Organisation funding requirements.

**Contractual Details**

This is a permanent position at CAN.

The salary is £24,000 - £30,500 pa per year pro rata.

The role is offered as a part-time contract working four days per week (Monday-Thursday).

CAN will work flexibly to secure the right candidate.

Benefits include: 25 days holiday entitlement per year pro rata, in addition to public holidays, and a work-place pension scheme. The notice period is three months (one week during probation period).

### Applications

If this opportunity gets you excited and you think you have the right skills, please visit the CAN website [www.comartsnw.org.uk/opportunities](http://www.comartsnw.org.uk/opportunities) to download an Application Form.

Please send your CV and completed application form to recruitment@comartsnw.org.uk by Monday, 20th October, along with the CAN Diversity Monitoring Form.

Shortlisted candidates will be invited for an interview w/c 3rd November 2025.

Start date: Ideally, we’d like the Creative producer to start in the new year, January 2026 (exact dates to be arranged with the successful applicant).

### Selection Process - Guidance for Applicants

### The Job Description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. During recruitment, the selection panel will be shortlisting based on what knowledge, skills, experience, and qualities you will bring to the role, outlined in the Person Specification.

### • As such, please consider how your knowledge, skills, experience, and qualities meet each of the points in the Person Specification - either directly or with transferable skills from other sectors and discuss them in your application form.

### • CAN is committed to equal opportunity for all staff, and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

### • CAN is an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

### • You must be eligible to work in the UK to apply for this position.

### • Please submit your application form as a Word or PDF document

### Contact Details

Community Arts North West, Green Fish Resource Centre, 46-50 Oldham St, Manchester, M4 1LE

**T:** 0161 234 2975

**E:** recruitment@comartsnw.org.uk

**W:** [**www.comartsnw.org.uk**](http://www.comartsnw.org.uk/)