

Job Description

Job Title: Creative Production Manager

Reports to: Operations Manager

Location: Hybrid working model, including office-based and home working, with regular travel across Wiltshire to attend meetings, events, and stakeholder engagements.

Working Pattern

- Up to 5 days per week (7 hours per day) 28-35 hours
- Flexible working hours, typically between 8:30am and 6:00pm
- Attendance at occasional evening or weekend events and meetings may be required

Role Purpose

The Creative Production Manager will be responsible for our creative events, workshops and activities. They will play a pivotal role in the successful planning, delivery, monitoring, and evaluation of the Celebrating Age Wiltshire programme and our Arts & Friendship clubs.

The role focuses on developing creative opportunities for older people across Wiltshire, building and maintaining community partnerships, coordinating artists and volunteers, managing project delivery, and ensuring that outcomes are achieved in line with funding requirements and organisational objectives.

Key Responsibilities

Project Planning and Development

- Build and maintain relationships with older people's services, Strategic Engagement Partnership Managers (SEPMs), library services, Older People's Champions, and other community organisations across Wiltshire.
- Assess community needs and identify opportunities for engagement and participation.
- Identify suitable venues and locations for project delivery and determine associated resource requirements.
- Develop and maintain annual delivery schedules to ensure programme targets are met across multiple locations.
- Plan and coordinate recruitment, marketing, communications, and promotional activities.
- Organise professional development opportunities for artists, volunteers, and project participants.
- Recruit and coordinate volunteers to support programme delivery.
- Develop and implement evaluation frameworks in partnership with external evaluators.

Project Coordination and Delivery

- Identify, recruit, and manage artists and other service providers to deliver high-quality activities and events.
- Work with others to ensure all aspects of programme delivery, including logistics, operations, creative content, volunteer deployment, and participant support are of quality standard.
- Support artists in delivering engaging activities and facilitate their professional development in working with older people.
- Prepare, issue, and manage contracts for artists, venues, and external suppliers.
- Attend selected events, engage with participants, and represent the organisation positively within the community.

Staff Support and Supervision

- Support the Project Coordinator through effective induction, training, guidance, and workload planning.
- Assist in monitoring performance and progress to ensure project objectives are met.

Monitoring, Reporting and Evaluation

- Collect qualitative and quantitative data relating to participant engagement and programme outcomes.
- Gather and maintain attendance records and monitoring information required by funders and stakeholders.
- Produce regular reports on project progress, outcomes, and impact.
- Support the preparation of reports for funders, steering groups, and other stakeholders.

Stakeholder Engagement

- Facilitate communication and collaboration between project partners and stakeholders.
- Organise and coordinate stakeholder and steering group meetings.
- Present updates and reports at meetings.
- Respond proactively to stakeholder feedback and use insights to inform programme development.

Financial Monitoring and Resource Management

- Monitor project income and expenditure against agreed budgets.
- Ensure project activities are delivered within approved financial parameters.
- Check and authorise invoices for payment in accordance with organisational procedures.
- Liaise with the Finance team regarding payments, budget tracking, and financial reporting.
- Support annual budget planning and forecasting activities.

Person Specification

Essential Skills and Experience

- Proven experience coordinating community, arts, cultural, health, or social engagement projects.
- Strong project planning and organisational skills.
- Experience working with multiple stakeholders and community partners.
- Excellent communication and relationship-building skills.
- Experience managing events and coordinating logistics.
- Ability to collect, analyse, and report monitoring and evaluation data.
- Experience managing budgets and financial monitoring.
- Strong administrative and contract management skills.
- Ability to work independently and manage competing priorities.

Desirable Skills and Experience

- Experience working with older people and community engagement programmes.
- Knowledge of the arts, culture, and heritage sectors.
- Experience managing volunteers.
- Understanding of funding requirements and impact reporting.

Key Competencies

- Relationship management and partnership working
- Project management and coordination
- Communication and influencing skills
- Problem-solving and initiative
- Financial awareness
- Planning and organisation
- Attention to detail
- Commitment to inclusion, wellbeing, and community engagement

Travel Requirements

The role requires regular travel throughout Wiltshire and attendance at community events, meetings, and project activities across multiple locations. A full driving licence and access to transport may be advantageous.