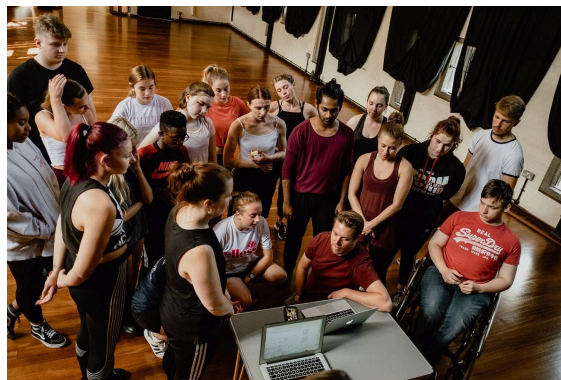


For a recording of this information [click here](#)

Hello! Thanks so much for your interest in Tangled Feet.

Tangled Feet (TF) are looking for a **Community Producer** to lead their Ignite project in Central Bedfordshire. This programme was funded by the UK Shared Prosperity Fund and Central Bedfordshire Council, and managed by the Bedfordshire and Luton Community Foundation

Purpose of role: To deliver Tangled Feet's IGNITE project in Central Bedfordshire, a year-long activity to support, upskill and train artists in the area and build local foundations for art and culture to thrive.



Details:

- Reports to: Co-Artistic Directors. Line Managed by Director of Participation and mentored by Senior Producer
- Fee: £160p/d
- Contract: 1 year fixed term, part-time 0.2 (1 day per week) 48 days/yr.
- Scope for this role to grow subject to funding
- October 2024 – October 2025
- Flexible per week, with the main working day on a Wednesday. Majority of hours to be worked inside office hours
- Training provided
- DBS provided
- Family-friendly employer
- Contribution to travel for in person meetings
- Per diems, travel & accommodation covered if needed on specific projects
- Possibility of ad-hoc additional days at busy periods
- Might suit someone with some arts producing experience who can work flexibly, is detail orientated and who will adapt well to changing situations, self motivated, who enjoys bringing people together to collaborate, is a good team player and has an insight into the possibilities and challenges in the cultural landscape of Central Bedfordshire and the surrounding areas.

Community Producer Role

Main duties and responsibilities:

- Work closely with the Co-Artistic Directors and Participation Director, funder and stakeholders to advertise the project and recruit 9 participants – creating adverts, collating applications, and arranging interviews
- Act as the first point of contact for all participants involved in the project, and the project stakeholders
- Act as an ambassador for the project and liaise, curate and manage relationships with all stakeholders throughout the project.
- Work closely with the Co-Artistic Directors and Participation Director to plan the content of four training workshops for the project's participants
- Take responsibility for the delivery of the four training workshops – such as booking spaces, arranging travel, informing artists, booking TF artists, etc.
- Arrange 1-2-1 and mentoring relationships between participants and TF staff, booking meetings, arranging travel, managing diaries.
- Establish and curate methods of communication for the participants, e.g. newsletters, Facebook groups, WhatsApp groups to encourage creative discussion and sharing of ideas and opportunities
- Monitor progress and achievements of participants and work to understand and support any challenges they encounter
- Arrange and deliver mid-project evaluations sessions and a final project evaluation
- Work closely with TF's Communications Director to plan and deliver a marketing strategy to promote the project and the participants involved
- Establish mentoring relationship framework between each of the cohort and TF core artists
- Support each artist to map out a personal development plan which they can keep accountable to with their cohort and TDP
- Create a list/map/calendar (in consultation with key partners) of artist development events and resources across the region
- Look for and plan opportunities to bring cohort together for socialising and moral support

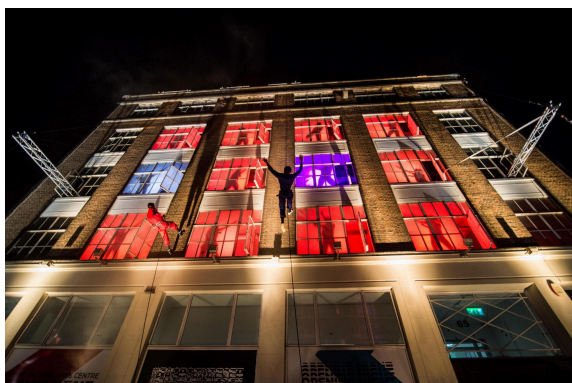
- Bring together additional useful resources into a library for the cohort
- Get to know the cohort to understand the difficulties, blocks and challenges they are facing in their creative careers, and communicate these with the Tangled Feet core team and our partners.
- Collaborate with TF's Communications Director to build a local Audience Development strategy around A Waltz in New Orleans / Second Line for Dunstable.

In addition:

- Work with TF team to support the delivery of A Waltz in New Orleans / Second Line for Dunstable by Lucas Keen in Dunstable Library in April/May 2025. Including assisting to plan and deliver participatory workshops for members of the public with TF artists and arts therapy team.

Attributes

- An understanding of the purpose and impact of Tangled Feet's work
- Confident with budgets, schedules and logistics
- Highly organised, with attention to detail
- Capable of holding a project from start to finish
- Happy to network - an opportunity finder
- Confident with their ability to build and grow creative relationships
- Flexible & Collaborative
- Happy to get stuck in and muck in on projects
- A Self Starter with good skills in time management and priorities, happy to work alone at times, in teams at others
- Works with generosity and kindness
- Excellent awareness of equality and diversity principles
- Familiarity with the cultural landscape of Central Bedfordshire





About Tangled Feet

Tangled Feet is an artist-led ensemble based in Luton creating and touring work locally, nationally and internationally. We create original theatre through a collaborative working methodology that celebrates physicality and ensemble skills. TF is an artist-led ensemble - one of the few operating in the UK. We founded our company as a group of friends in 2003 but the company now encompasses a broad and diverse group of artists and practitioners, many of whom have worked with us for many years. We are a registered charity and an Arts Council England National Portfolio Organisation. We are also supported by grants from the Steel Charitable Trust, Children In Need and the Esmee Fairbairn Foundation.

We create performances inside and outdoors: in theatres, on the streets, up the side of buildings and inside schools. We love sharing the creative process with new people and younger artists as an integral part of our production process, and in workshops, residencies and participation projects. We are connected with the creative networks, partners and young people in Luton and through our partnerships locally we deliver educational programmes, performances and talent development.

Alongside this, we have built an expansive delivery of therapeutic provision which supports young people with their mental health. This work uses a range of arts-based therapies and is delivered by a team of 10 therapists. This aspect of our work is mainly based in Croydon inside schools and alternative provisions and runs throughout the academic year.

About IGNITE

TF have been awarded funding by BLCF to deliver a year-long project to support, train and upskill individual artists/companies who are residents of Central Bedfordshire. The project will bring together a community of local artists who can meet, learn, collaborate, and build a sustainable future for themselves. This project represents the first steps in creating a thriving cultural offer in Central Bedfordshire. We want to work with young, emerging and early career artists, and also have the capability to welcome and support those with more experience.

The core activity will be four creative workshops led by different members of TF's ensemble, with each focussing on a different area of TF's experience and expertise, including business planning, building partnerships, working with and for young people, marketing and digital, governance, finance and fundraising, and creating/devising new work. We'll pay artists to attend each workshop, and then provide an additional day's wage to continue working on tasks/content related to each workshop. In addition to the programme of four workshops, each participant will be paired with a member of TF's ensemble as a mentor.

The Community Producer is central to the success of this project - they'll be responsible for the delivery & management of IGNITE, liaising with the participants and stakeholders, and making connections locally. The Community Producer will be pivotal to creating the solid

foundations and framework from which the artists we work with can build upon in this project. They will create and curate the online forums, message boards, newsletters and WhatsApp groups that will facilitate the growth of relationships between the participants.

This project aspires to bring together artists from across the length and breadth of Central Bedfordshire - whether they be places experiencing rural isolation or areas with higher deprivation - artists will be welcomed into a new community of peers who can support and learn from each other.

Led by the Community Producer we'll support the participants to create projects that explore locally relevant themes/issues, to reach and connect local audiences in Central Bedfordshire, and by doing so make an important contribution towards creating a thriving cultural offer for the area, that, with continued investment and nurture, could thrive in the long term.

Tangled Feet's Mode of Working

The Co-Artistic Directors of Tangled Feet are Kat Joyce and Nathan Curry - both direct and creatively produce the work. Supporting Kat and Nathan is a passionate core team of founder members who now hold administrative roles within the team. The team is artist led in all areas of the company business which brings a unique perspective to the working dynamic and a deep understanding and respect for every project the Company works on.

The company is run with everyone working on a part time and/or project basis. Everyone works part time hours between 1 day a week and 3 days a week, often remotely but frequently together in Luton. Most team members work on a Wednesday and so it would be helpful for that day to be one that is worked frequently by the Community Producer.

The Team

Co-Artistic Directors: Nathan Curry and Kat Joyce

Senior Producer: Debo Adebayo

Participation: Emily Eversden

General Manager: Alyson Jones

Marketing and Comms: Sara Templeman

Finance: Mario Christofides

Development & Fundraising: Jonathan Ellicott

Lead Dramatherapist: Alexis Ramsden

Surrounding the core team is a growing collective of regular performers, designers, technical teams, participation leaders, Dramatherapists and younger people we mentor and support.

Tangled Feet Trustees: Sophie Scull (Co-Chair), Catherine Mckinney (Co-Chair), Adeyinka Akinrinade, Binita Walia, Sandro Forte, Rae Rahman, Matthew Trustman, Lezni Lamide Davies and Young Trustee Sam Edmunds.

Recruitment Process

Please send a covering letter setting out your experience in relation to the responsibilities and desired attributes and how your approach would suit the role and a CV to alyson@tangledfeet.com by **Monday 7th October 2024**.

Please also complete the Equal Opportunities Monitoring form at the same time https://docs.google.com/forms/d/e/1FAIpQLSfC2sorCSLeU_4CtYl3enSNeCT0v_ZlwZXGWA_AfiXe8bWbWiA/viewform

We welcome written, video and audio applications.

If you have any questions about the application process please contact alyson@tangledfeet.com.

Interviews w/c 14th October - questions will be sent in advance

Anticipated start date from Monday 11th November, or when candidate is available - a staggered start is possible.

Tangled Feet seeks to actively encourage applications from those with less representation in the arts. We specifically welcome applications from people with disabilities and those from Black, Asian, Minority Ethnic and international backgrounds.

All Tangled Feet policies can be viewed here <https://tangledfeet.com/about/our-policies>

