

Talks & Engagement Producer – JD

- Salary - £34 - £37.5k per year
- 5 day a week role
- Reporting to Head of Learning & Engagement

ICA is... For the brave, the new, the curious

The ICA strives to be sector-leading in its approach to learning, talent development, inclusion, and interdisciplinary practice. We commission, produce and present new work in film, music, performance and the visual arts by today's most progressive artists. In our landmark home on The Mall, we invite artists and audiences to interrogate what it means to live in our world today, with a genre-fluid programme that challenges the past, questions the present and confronts the future.

The cross-disciplinary programme encourages art forms to pollinate in new combinations and collaborations. We stage club nights and film festivals, gigs and exhibitions, talks and digital art – with interplay and interaction at the core of all we do.

ICA is seeking a Talks & Engagement Producer to join our team at an exciting moment of strategic change within our Learning & Engagement programme. Focused on developing cultural and accessible opportunities for new and existing audiences, building local and long-term relationships, embedding meaningful and relevant ways of working with young people and collaborating with artists, partners, programme team to create impact.

Emphasizing an audience-centered approach, this new role has been established to develop and deliver new initiatives and engagement projects that bridge the gap between artistic programme and communities. Key aims include;

- Platform new narratives, underrepresented perspectives and reflective discourse to widen audience engagement
- Futureproof the creative industry for generations to come through inclusive pathways and progression routes – supporting young people that enter the programme to expand and grow skills set and build the talent pipeline.
- To produce programmes that have impact by ensuring effective implementation of the Learning and Engagement and Audience Development strategy.

As the ICA moves into its next chapter in 2024/25, every role at the ICA will deliver on our 4-point framework and will have objectives set against this and our 5 core goals.

4-point framework:

Relevance: be a home for the next generation (of talent, artists, audiences)

Reach: grow our audiences (young and diverse) 

Return: ensure financial discipline and stability

Reputation: deliver Artistic Excellence and a brave programme

5 core goals:

1. Conceiving, producing and delivering a leading and acclaimed world-class programme locally, nationally and internationally
2. Reaching beyond definitions of a contemporary arts audience by understanding all visitors as active participants in our programmes and building a diverse, inspiring community around the ICA

3. Providing multiple entry-points to the arts for young people and those who are currently underrepresented in the cultural sector
4. Building a new, more sustainable business model that secures the long-term stability and growth of our organisation, enabling us to significantly increase our investment in the production of new works, supporting artistic experimentation and risk-taking.
5. Realising and engaging an innovative contemporary culture programme that challenges the status quo, fosters a dialogue between different art forms, and inspires generations-to-come

KEY RESPONSIBILITIES:

Strategy

- Deliver on the ICA's vision and mission, the L&E strategy, audience development targets, increasing reach to work with diverse audiences, working to team targets and SMART objectives. Promote equality and inclusivity in all aspects of work.
- Instigating new collaborative models to engage with contemporary society that leverages the ICA's assets as a resource.

Programme delivery

- Working closely with the Head of Learning and Engagement to devise and produce ICA's Learning and Engagement programme, including co-creating with young people on our core youth projects (ICA Creatives and youth forum), monthly talks programme, book launches, symposia, workshops (inc reading groups), residencies.
- Developing programme that is responsive to the artistic programme and audience need.
- Develop and maintain partnerships with institutions including higher education and third sector for collaborative purposes and to grow new audiences.
- Liaise and collaborate with the Bookstore Manager on creating opportunities in line with the talks programme and book launches. [OB1](#)
- Ensure programmes are accessible, in content, language and reach.
- Contracting freelance artists, facilitators, and other collaborators, ensuring they understand and apply the organisation ethos and policies in their approach to work.
- Devising and delivering new online content opportunities, that create programme visibility, promote and target audience reach, including contributing towards digital strategies (in collaboration with comms team).
- Contribute to and participate in a collaborative working environment, including weekly team discussions and other conversations.

Finance Management

- Manage the project budget ensuring both quality control and good value for money, including authorising expenditure via any payment method, tracking all transactions, and tracking actual, committed, and forecast (uncommitted) costs. With oversight from Head of L&E.
- Track income, request sales invoices, and submit a third-party audit trail for all income received.
- Reconcile project budgets and cashflow to our accounting system monthly, in collaboration with the Finance Manager.

Comms & Marketing

- Work to maintain the profile of ICA and our projects.
- Work with the Communications Team to plan and deliver communication and participant recruitment campaigns and implement appropriate strategic marketing for each project.
- Arrange photography and video documentation as necessary.
- Write copy in line with ICA guidelines to promote programme

General Administration

- Ensure all day-to-day project administration is carried out efficiently and appropriately.
- Maintain that all project activity and outcomes are carried out in line with ICA's policies and procedures, including and not limited to insurance, liability, health & safety, safeguarding, privacy & data protection, access, equity, diversity, inclusion, safer spaces, and anti-racism.
- Work in a sustainable and environmentally conscious manner in the production and presentation of ICA programme.
- Maintaining data collection to contribute towards evaluation, tracking monitoring information to monitor impact.

KEY REQUIREMENTS:

- At least 5 years' experience of working effectively as a producer in the cultural sector within a participation / learning / engagement context
- A strong track record of producing programmes that respond to audience need and create impact
- Experience working with diverse audiences including young people and communities
- Knowledge of access, diversity, equality and inclusion, anti-racism policies in the cultural sector.
- Growth specific mind-set; adaptive and fresh thinking in new approaches to engage audiences
- Experience of working with artists and supporting them in complex project delivery
- Excellent project management, administrative and organisational skills
- Good numeracy and project budgeting skills
- IT literate and confident across a range of programmes and platforms
- A strong written and oral communication skills with an ability to communicate effectively with a diverse group of people
- Awareness of safeguarding management principles and best practices
- Keen interest in contemporary culture and shifts in generations and society.