

Facing the Past Phase 2: Festival Producer (Freelance)

Job Title:	Festival Producer
Salary:	A freelance fee of £20,625. (Equivalent to approximately 2.5 days/ week for 33 weeks or project completion)
Location:	Lancaster with some remote/ home working possible
Reporting to:	Programme Directors
Deadline for applicants:	Noon, Monday 26th August, 2022
Notification of interview:	Wednesday 31st August, 2022
Interviews:	Wednesday 7th September, 2022
Duration:	October, 2022 - June, 2023

Context

Facing the Past is an arts and research programme to reflect, reveal and redress omissions in the way the City of Lancaster has commemorated its role as the fourth largest slavery port in the UK.

Following the Black Lives Matters Movement, a group of activists, arts and heritage organisations, faith & community groups and academics came together to facilitate a meaningful response to create new agency and awareness of issues of Slavery and the historic black presence in the city.

In 2021, a programme of creative workshops, public consultation and feasibility and scoping resulted in funding from The National Heritage Lottery Fund.

Facing the Past: Festival was conceived following the vandalism of slave trader memorials in Lancaster Priory Churchyard and community response. Community consultation has led to an arts and heritage programme responding to the pervasive legacy of profit, power and persecution of enslaved Africans in the historic City of Lancaster in meaningful and multifaceted ways.

We are looking for an exceptional producer or organisation to devise and deliver a festival to take our work to those that may not have engaged with the Facing the Past programme, this festival brings community groups together to create a mass performance piece built on heritage research for wider, incidental public audiences. As part of a network of cultural programming including digital trails and tours, participatory events, public realm consultation workshop, and training opportunities, the festival will act as the celebration of new understanding and an important cultural response to the complexity of Slavery issues both historic and connected to the present day.

The Vision

This co-created community festival will forge a greater connection to local history and community. Taking place in the heart of the city, communities will working with heritage professionals and artists devise to develop their own response to Lancaster's links to transatlantic slavery through song and voice. Although specific to Lancaster, global links may be explored providing new insight into the reach of Lancastrian family wealth and the human costs and suffering as well as crucial information about black agency in the wake of such persecution. For example, content may be anchored to folk songs created by Gambian decedents with links to Lancaster's slave trade in partnership with the Maritime Museum and the National Council for Arts & Culture, Gambia.

Purpose

There has been an explosion of interest and activity in Lancaster's Transatlantic Slave Trail with several groups working to raise awareness, educate, research and creatively respond to the injustices of the past and present. The city holds stories of individual slaves, Abolitionists and web of slavery profits. Facing the Past Steering Group are keen to explore the festival as a catalyst to challenge the extent to which we change the local knowledge of the city and shift from a 'didactic' conversation of slavery into something experiential and community driven. The festival challenges many of the constraints that shape how heritage can be experienced. The aim is to encourage new audiences to re- activate their imaginations for debate, positive action and see their historic surroundings in a new light.

Key Responsibilities

The producer/ organisation will work closely with external stakeholders and colleagues to coordinate to implement the project, supported by the Programme Directors, Festival Coordinator, Facing the Past Project Managers. (New Insights and Digital Trail) , Costume Designer and Movement Director.

- Design and manage the project plan for this work package, ensuring deadlines, budget and timescales are met
- Stakeholder engagement and relationship management in the process from design, delivery to review of outputs
- Support the recruitment of the Festival Coordinator, lead artists, movement directors and costume designer
- Coordinate all appropriate consents and permissions where needed related to event planning
- Lead internal project communications ensuring the Programme Directors and other Facing the Past Project Managers are kept well informed and engaged.
- Manage and support the Festival Coordinator and creative freelancers

- Build trust and deepen relationships with community groups leading to excellent and meaningful co created outputs
- Develop a recruitment strategy Facing the Past volunteers, where applicable
- Maintain accurate records of meeting, progress and outputs
- Ensure quality of festival output records and develop upload protocols where necessary to ensure outdoor performances are safe, accessible and feasible.
- Implement the Marketing and Evaluation framework

Person Specification

ESSENTIAL	DESIRABLE
Experience	
<ul style="list-style-type: none"> ● Outdoor performance festival production ● Co-created, community festival development and management ● Managing staff, volunteers and freelancers ● Reporting on project development and delivery ● Effectively communicating with colleagues and a range of stakeholders to engage them in co-created projects ● Managing project budgets ● Proven track record of delivering Project outputs and meeting milestones ● Managing the public launch of a project ● Contribution to the funder evaluation and reporting ● Liaising with Local Authorities to ensure buy-in ● Risk Assessment and Insurance procurement of mass performance events 	<ul style="list-style-type: none"> ● Working within community archiving, museums, digital mapping, social injustice, visual arts/ heritage sector ● Developing and delivering £50k+ funded project ● Experience of performance ● Managing procurement ● Projects of regional/ national significance ● Project management of digital outdoor events ● Working with sound engineers, videographers to produce and approve digital asset content ● Marketing framework design and implementation ● Innovative, producing portfolio
Knowledge	
<ul style="list-style-type: none"> ● Historical overview of Lancaster as the UK fourth largest Slavery Port ● Understanding of how to set objectives and measure success ● Understanding of Project Planning including scenario planning 	<ul style="list-style-type: none"> ● Familiarity of the Facing the Past and partner work to date ● Local Authority Event Planning Procedures ● Active interest in multi-agency approach to social injustice issues

<ul style="list-style-type: none"> ● Understanding of relationship cultivation and management ● Understanding of audience development ● Understanding of the principals and values which underpin community led performance and high value production ● Understanding of web-based content for mobile and local devices 	<ul style="list-style-type: none"> ● Interest in digital innovation and/ or heritage in the public realm ● Knowledge of marketing and project launch
Skills	
<ul style="list-style-type: none"> ● Ability to manage own workload, completing tasks to deadline without supervision ● Ability to take responsibility and make decisions as required and authorised ● Excellent advocacy, presentation and verbal communication skills with an ability to engage effectively with a wide range of people ● An eye for details both visual and textual, ability to edit and approve content appropriate to the context ● Exemplary written communication skills ● Excellent ICT skills ● Highly organised with excellent administrative skills 	<ul style="list-style-type: none"> ● Press/ Radio/ TV confident. Media trained
Qualities	
<ul style="list-style-type: none"> ● Ability to build excellent relationships and work in a supportive manner alongside colleague, partners, freelancers, teachers, academics and local authority representatives ● Ability to work flexibly and adapt to unforeseen problems ● Commitment to equal opportunities, cultural diversity and accessible of service ● Self-motivation, ability and willingness to work as part of a team 	

<ul style="list-style-type: none"> Accountability and sensitivity to issues and challenges as they arise 	
Qualifications	
<ul style="list-style-type: none"> Relevant degree or qualification by experience 	Level 1 Safeguarding

Resources available:

The post holder will oversee the Festival production with the support of the Festival Coordinator and Programme Directors. This team will work to ensure that all final deliverables meet the project's technical standards and set content milestones that must be met leading up to the launch. Members of the Lancaster Black History Group, Church Volunteers, Academics and activists will be available to help deepen your knowledge and understanding of local slavery where necessary and to signpost your team to existing resources. New information will be produced as part of the wider Facing the Past programmes and could be built into the festival plans.

There is an £85k production budget which includes all freelance fees (including this work package) , materials and marketing plus a training package for the post holder and their team.

How to apply and the selection process

For an informal chat about the role please email facingthepast@lancasterpriory.org.

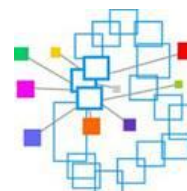
Please send a CV (or equivalent for organisations) and covering letter no larger than 10 MB to facingthepast@lancasterpriory.org.

Tell us how you/ your organisation meet the experience, skills and qualities outlined in the Person Specification. This should be no longer than 2 pages in either Word or PDF. Please keep your CV or organisational 2 /3pages of A4 and include two references from recent or current employers/ clients.All applications will be acknowledged with an email receipt. Should you/ your organisation be shortlisted, we will invite you to interview.

We will assess how you/ your organisation meet the experience, skills and qualities outlined in the Person Specification through the application form and interview.

Fee

A total of £20,625 is available. This includes all fees, admin materials, public liability insurance, expenses, site visit, meeting, administration, VAT. The fee will be released in tranches upon invoice and completion of agreed milestones.



Lancaster & Morecambe

Primary Headteachers' Cluster

Useful Links:

Lancaster Priory Church

<https://lancasterpriory.org/>

Slavery Tree Project

<https://www.lancasterslaveryfamilytrees.com/>

Slavery Trail

https://visitlancaster.org.uk/wp-content/files_mf/1608030019TownTrailinA4pages2020.pdf

Lancaster Black History Group

<https://www.facebook.com/Blackhistorylancaster/>

Reading Material:

1. BOOK CHAPTERS, BOOKS AND ARTICLES (Lancaster and Lancashire related)

- a. Elder, M., 2007. The Liverpool Slave Trade, Lancaster and Its Environs, in: David Richardson, Suzanne Schwarz, Anthony Tibbles (Eds.), Liverpool and Transatlantic Slavery. Liverpool University Press, Liverpool, pp. 118–137.
- b. Elder, M., 1992. The slave trade and the economic development of eighteenth-century Lancaster. Ryburn Pub, Krumlin, Halifax [England].

- c. Rice, Alan (2020) Ghostly Presences, Servants and Runaways: Lancaster's Emerging Black Histories and their Memorialization 1687–1865. In: Britain's Black Past. Liverpool University Press Series. Oxford University Press.
- d. Schofield, M. 1946 An Economic History of Lancaster 1680-1860 vol. 1 (Lancaster Historical Association, 1946).
- e. Schofield, M. 1976. 'The slave trade from Lancashire ports outside Liverpool, 1750-90'. Historic Society of Lancashire and Cheshire, vol. 26, 30-72.
- f. Skidmore, Peter. 2010. Transactions of the Historic Society of Lancashire and Cheshire: Volume 159, Issue 1. Liverpool University Press.
- g. Tyler, Imogen (2020) Stigma: The Machinery of Inequality, Zed.

2. ONLINE (General)

- a. Slavery in the North of England' Melinda Elder, OpenLearn
<https://www.open.edu/openlearn/history-the-arts/history/heritage/slavery-and-the-north-england>
- b. Online Teaching pack “the abominable trade: Cumbria’s’ Connections to the History and Legacy of Slavery ”
<https://cumbria.gov.uk/elibrary/Content/Internet/542/795/41053132443.PDF>
- c. Olusoga, D., 2015. The history of British slave ownership has been buried: now its scale can be revealed. The Guardian.
<https://www.theguardian.com/world/2015/jul/12/british-history-slavery-buried-scale-revealed>
- d. National Trust, Fowler, Corinne Et Al, Colonialism and Historic Slavery Report, 2020
-
<https://www.nationaltrust.org.uk/features/addressing-the-histories-of-slavery-and-colonialism-at-the-national-trust#Download%20the%20report>

3. Databases:

- a. Legacies of British Slave-ownership, UCL - <https://www.ucl.ac.uk/lbs/>
- b. Runaway Slaves in Britain: bondage, freedom and race in the eighteenth century:
<https://www.runaways.gla.ac.uk>
- c. Slave Voyages Database <https://www.slavevoyages.org>