



Poet in the City Producers: Collections in Verse

Exeter

Poet in the City Producers Programme Coordinator Brief

Poet in the City is looking for a Programme Coordinator in Exeter to co-design and lead on our flagship talent development programme for 18-26 year old producers. Poet in the City Producers will produce new work inspired by local feminist stories as part of the national *Herstory* programme in collaboration with the British Library, and develop professional skills to become the next generation of poetry producers. This is an opportunity to shape a new youth culture offer in Exeter, and to play a role in finding new producing talent to shape the future of poetry in the city.

The Role

Responsible to: Programme Lead

Salary: 0.4 FTE @ £21,000

Hours: 9.30am-5.30pm with some evenings for events

Location: This is a part-time role at 0.4 FTE which can be carried out remotely where possible. The work will usually take place within usual office hours; however Producers workshops will take place in the evening and some additional evening and weekend work may be required. In-person workshops will take place at Exeter Central Library in the evenings. The project is due to start in September 2021 and will be completed in July 2022.

Purpose of the role:

The *Programme Coordinator* will work closely with the *Programme Lead* to develop and deliver Poet in the City Producers talent development programme which will include working with the *Programme Facilitator* to plan, design and lead a programme of weekly online and in-person producer skills development workshops for 5 young producers aged 18-26; creating partnerships and building relationships with local creative organisations, funders and employers; and managing overall logistics of the programme.

Responsibilities:

- Managing and designing Poet in the City Producers programme including but not limited to:
 - Curriculum development and delivery working closely with the *Programme Facilitator* to co-plan, design and lead 12 practical skills development workshops for Poet in the City Producers, covering key skills such as programming, production and marketing
 - Programme delivery, administration, planning
 - Resource creation
 - Pastoral support for participants incl. first point of contact
 - Identifying and develop local expansion opportunities for the programme and participants working closely with *Programme Lead*
 - Programme guest industry speakers and mentors for key sessions
- Producing creative inspiration sessions and roundtables
- Designing and delivering alumni programme for Producers graduates
- Proactively seeking and identifying opportunities to expand the programme, forging new partnerships to support income-generating programming and advancement opportunities for PinC Producers at a local level
- Evaluating the programme and generating reports in line with organisational and funder requirements
- Taking part in Poet in the City creative teams training to build understanding of PinC Producers core ethos and practice.
- Leading on and coordinating recruitment process for young producers
- Supporting Producers to programme, produce and market final event at Herstory (March 2022)
- Working closely with counterpart in Newcastle to support cross-city peer networking, skills sharing and joint workshop delivery
- Ensuring the space is a clean, clear and safe environment and that the Poet in the City safeguarding policy is adhered to

Person Specification:

- An interest and passion for the arts and culture, and community-led work
- Experience of working young people aged 16-30
- Experience in coordination, project support and administration
- Experience of engaging and working with communities, community groups and networks
- Experience of planning, delivering and leading workshops
- Written and verbal communication skills
- Knowledge and understanding of the local creative community
- Knowledge or experience of Safeguarding best practice

Please contact Sarisha Kumar, Talent and Development Manager at Poet in the City if you are interested in the role: sarisha@poetinthecity.co.uk

We are also recruiting for a *Programme Facilitator*, this role is separate to the *Programme Coordinator* but both can be taken on by the same person if appropriate.

About Us

Poet in the City Producers

Poet in the City Producers is a group of talented young creatives producing events, provoking discussions, and driving campaigns to ensure young people have a stake in the future of poetry. We will be training and commissioning young Newcastle & Exeter producers to programme work as part of the *Herstory* grand finale.

This programme will:

- Inspire local young people to become the next generation of poetry producers
- Create entry level job opportunities in the sector
- Connect to our National Producers programme and networks across the country

Producers will have the opportunity to:

- Produce their own professional event as part of national Herstory programme taking place across Newcastle and Exeter
- Be part of a national cohort of young producers, build new networks and contacts
- Lead public conversation on key issues such as women's rights
- Gain skills in curation, programming, production, and marketing
- Contribute to the cultural landscape in Newcastle and Exeter

Collections in Verse and Herstory

Poet in the City and the British Library are collaborating to establish a new approach to touring exhibitions. Poet in the City will commission new poetry and create events across England to tell the story of British Library exhibitions.

Inspired by the exhibition 'Unfinished Business: The Fight for Women's Rights', we are working with Newcastle City Library and Exeter Central Library on *Herstory*, partnering with branch libraries and collaborating with communities across the city. We will uncover stories that place women's experiences of activism and liberation at the heart of the events and the poetry commissioned, connecting across cities for a national conversation.

Poet in the City

Poet in the City is a leading producer of poetry shows, community commissions and talent development. We listen to the stories that matter most to communities and transform these into theatrical and adventurous poetry productions in arts venues and everyday spaces. We create networks and creative teams, leaving a legacy for cultural development and skills, and locally relevant work. Our trailblazing approach to producing live poetry is complemented by a sector-leading young producers programme, which is growing the poetry sector and getting jobs for young people.

We work in three ways:

- Events which inspire, entertain and change the narrative about the world we live in
- Commissions animating places and histories through deep community collaboration
- Talent Development which trains the next generation of poetry producers

Across all three strands we provide new and exceptional opportunities for poets at all stages of their careers, bring new talent into producing live poetry and grow poetry audiences.

www.poetinthecity.co.uk