



Trainee Executive Producer

[Museum of Colour CIC](#) (MoC) is an arts and heritage enterprise currently being incubated by People's Palace Projects. We are building a digital museum to explore the contributions made by People of Colour to the nation's culture, specifically in film, television and the arts from 1766 – 2016.

MoC has developed a methodology that combines the celebration of creatives of colour with the responses to artefacts in a way that is now in demand. The digital space provides the ability to bring art forms together and build a collection in an environmentally respectful way. It allows us to create critical mass, provide context and better appreciate the impact. All this at a time of Black Lives Matter and a growing understanding of the biases that people from the global majority face. We are a young company at a crucial stage in our evolution.

Exhibitions

We have two live exhibitions in our digital museum, People of Letters and Respect Due. People of Letters focusses on celebrating those who have supported writers of colour and was launched at the Pitt Rivers Museum in 2019. You can find out more about [People of Letters here](#). Respect Due is our Covid-19 response exhibition. We invited, African and Asian led heritage organisations, artists and journalists to nominate a person they wished more people knew about, a person they would like to pay public respect to. It was delivered remotely and a real privilege to shape. You can find out more about [Respect Due here](#).

Who are you?

You are ambitious, love delivering, have an eye for detail and are ready.

Trainee Executive Producer role

Report to: Director
Responsible for: All freelance staff

PURPOSE OF THE ROLE

The Trainee Executive Producer will support the Creative Director to deliver the strategic aims and objectives of Museum of Colour (MoC). The Trainee Executive Producer will lead on all fundraising and HR for the company. The Trainee Executive Producer will share responsibility alongside the Creative Director for creating an inspiring and supportive culture at this crucial time for MoC.

KEY RESPONSIBILITIES





Strategic: With Creative Director

- Develop, implement and update business plans that support and build the long-term strategic objectives.
- Promote the company and its artistic policies to the heritage and arts communities as a member of MoC's senior leadership team.
- Attend advisory board meetings.
- Establish and maintain effective relationships with partners.
- Develop and lead the delivery of an effective fundraising strategy, ensuring that new opportunities for generating income through grants, sponsorships, the membership scheme or commercial opportunities are continually explored and developed.
- Work with the project coordinator to develop a strategy to maintain relationships with all MoC stakeholders.
- Advocate and lobby for MoC, seeking opportunities to promote the organisation nationally and internationally.

Finance:

- Alongside the PPP General Manager, with the support of the Project Coordinator create a set of financial and reporting systems for all MoC projects.
- Lead the company's fundraising from trusts and foundations, corporates and individuals.
- Maintain relationships with existing funders and develop MoC's fundraising strategy to secure short, medium and long term funding.
- Be responsible for the financial stability and future solvency of MoC, including overseeing the preparation, monitoring and control of annual budgets.
- Reviewing and ensuring that MoC financial systems are kept up-to-date.

Management and Human Resources:

- Oversee recruitment of MoC staff, freelancers and subcontractors.
- Ensure that risk is well managed, and the risk register is regularly reviewed at director level.
- Establish and maintain effective operational systems.
- In collaboration with a Health and Safety consultant, ensure that health and safety policies at MoC are up to date, in line with industry good practice and rigorously followed by all relevant parties.
- With the Creative Director, ensure that the wellbeing of our staff and freelance team is maintained at all times, and that sufficient processes are put in place in order to monitor that wellbeing
- In collaboration with the directors, ensure that policies related to health and safety, GDPR, safeguarding, and equality, diversity and dignity in the workplace are kept up to date and are fit for purpose.

Governance:





- Work with the Creative Director to grow the advisory board to ensure the company maintains the highest standards of governance and strategic planning.
- Arrange and attend advisory board meetings, and ensure members are kept informed on finance, legal and operational issues.
- Ensure MoC is compliant with all statutory requirements of Companies House.
- Maintain and update the company's Risk Register.
- Ensure effective policies and plans are in place, regularly reviewed and implemented to promote equal opportunity, access and diversity and compliance with best practice and legal requirements, including employment law and data protection and environmental sustainability

This job description is a guideline and by no means limits the post holder to the responsibilities listed.

Training: Training and support will be provided but the candidate will be responsible for the delivery.

Contract Details

Contract type: Fixed term, one year

Salary: £35,000 pro rata - 3 days/week.

Probation period: 2 months

Notice period: 2 months

Annual holiday: pro rata

Hours: Office hours are flexible due to nature of project work, however mainly 10am - 6pm Monday to Thursday. Additional hours as required to include, but not limited to fundraising and launch events.

Base: Remote/People's Palace Projects office at Queen Mary University of London.

The appointed person will be engaged as an employee and receive MoC's usual pension contribution.

We operate a TOIL policy

PERSON SPECIFICATION

Essential skills and experience:

- 1 – 2 years of arts management experience, gained through leading or working with a company or venue or substantial experience in the independent sector (any artform or media).
- A collaborative approach and a desire to work in partnership with the Creative Director.
- Proven leadership skills – this could be traditional leadership or entrepreneurial initiative.
- Strong financial management skills and proven experience of managing project, departmental or organisational budgets.





- Proven track record in fundraising or development.
- Proven track record of effective project monitoring, evaluation and report writing
- Experience of reporting to stakeholders, trustees and funders.
- Proven commitment to inclusion and equal opportunities evidencing a commitment to equality, representation and best practice in safeguarding.
- The ability to multi-task within agreed timelines in a constantly 'gear changing' environment.
- Excellent advocacy, communication, presentation and negotiation skills.
- An innate attention to detail.
- A broad understanding of contract, employment and equality legislation.
- Outstanding written and verbal communication skills.
- Fearlessness and the ability to manage risk.
- Ability in strategic planning and problem solving.
- Fluent IT skills including knowledge of Microsoft Office Suite, Quickbooks and/or communication tools.
- Passion for making the UK arts and heritage world more inclusive and diverse.

Desirable:

- Good regional and national networks
- Understanding of barriers arising from social, gender, financial, ethnic, cultural, geographic or educational disadvantage or disability.

To apply, please fill out our application form: <https://bit.ly/34mgDRH>

Alternatively, you can send us to a video of no more than 4 minutes instead of a cover letter.

Closing date: Monday 11th April 2022, 9am

Interviews are scheduled to take place on the week commencing 18th April 2022.

