

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: London Borough of Culture: Cultural Producer	Grade: PO1 Fixed term until end of August 2026
Section: Arts & Culture (Wandsworth)	Directorate: CED / Place
Responsible to following manager: Programme & Partnerships Manager	Responsible for following staff: n/a
Post Number/s:	Last review date: August 2024

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

We are so excited that Wandsworth has been chosen by the Mayor of London to be London Borough of Culture 2025. We are planning an inspirational year of culture where every corner of Wandsworth comes alive in an explosion of creativity,



with a strong emphasis on ensuring that new opportunities are available for our young people and under-served communities, as well as uniting and enhancing our relationships with local communities. We now have until March 2026 to transform our bid from a vision to completing its delivery across the borough, as well as ensuring its legacy is incorporated into Wandsworth Arts Fringe 2026.

This postholder will work with the Arts & Culture Service to develop, deliver and monitor a range of ambitious cultural programmes for communities and artists, in particular for Wandsworth Arts Fringe (WAF) 2025 which will mark a significant cultural moment for the borough and building our learning from LBOC into Wandsworth Arts Fringe 2026 (in June 2026); the post will work closely with the Programme & Partnerships Managers who will lead on these programmes. This fixed-term post, until end of August 2026, requires experience of developing, co-ordinating and delivering cultural engagement on public programmes. It provides the opportunity to work with the council's already award-winning Arts and Culture Service to deliver a high-profile programme in the national spotlight.

The post holder will work closely with all other members of the Arts and Culture Service as well as staff from across the council, members of the public, schools and colleges and cultural organisations.

As part of our London Borough of Culture year, you can expect large scale dance events, a mass choral spectacular and a disability arts festival showcasing great artists from the borough, amongst many other things.

By sharing experiences and connecting, we believe culture has the power to make us all feel better. We want to start a movement across the Capital where everyone recognises that culture has the power to heal - a place where better health outcomes are achieved through the healing, inspirational power of culture and the arts

The council is committed to providing a high quality publicly accessible creative and cultural programme across the borough.

Specific Duties and Responsibilities

The post requires a cultural producer with experience of developing and managing community and participation programmes and understands the complex partnerships, people and resources to deliver them.

They will manage a range of existing projects and new activity as part of our ambitious London Borough of Culture Programme ensuring that communities, places and artists are central to the planning and delivery.



This post reports to the Programme and Partnerships Manager, and will work alongside the current freelance WAF Producer through a transition process for WAF 2025.

1. To support the Programme and Partnerships Manager in delivering the London Borough of Culture programme and projects, in particular working on Wandsworth Arts Fringe 2025 and Wandsworth Arts Fringe 2026.
2. Taking on projects independently; designing, managing and evaluating those projects.
3. Where required make operational and service changes to meet financial restrictions.
4. To support the Programme and Partnerships Manager with processing and assessment of WAF Grants.
5. To manage and support WAF Associate Producers' programmes.
6. To manage partnerships and co-commissioning arrangements with others. Supporting the development and delivery of a strategic partnership plan.
7. To facilitate WAF Creatives sessions and engagement throughout the WAF process; including supporting WAF artists to navigate our timelines and key processes.
8. To manage venue communications and updates, including brokering relationships between venues and creatives.
9. Advise giving and input on website development for updating functionalities to improve the artist, user and audience experience.
10. To oversee and continue development of WAF ticketing system so that it continues to be fit for purpose.
11. To ensure WAF continues to be accessible to a wide range of creatives, partners and collaborators.
12. Encourage more diverse and young artists to engage with WAF.
13. To prepare reports required by the funders and partners as part of delivering London Borough of Culture.
14. Working with colleagues in marketing and communications to ensure programmes and projects are communicated well to the relevant audiences and influencers.
15. To contribute to strategic initiatives and policies which increase the effectiveness of our service and ensure that there is sustainable legacy to Wandsworth having won



London Borough of Culture. Working with other Council services and partners to increase the public benefit on shared priorities.

16. To work flexibly across the service and provide support and cover to other staff as required.
17. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information: The postholder must be willing and able to work extended hours and weekends as required

Team structure:

Structure is being developed as this is a new programme.

Person Specification

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Post Number/s:	Last Review Date: August 2024

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of current best innovative practice in cultural development and creative programming.	x		A / I
Knowledge of content management, digital platforms and ticketing systems that enable the smooth delivery of services.		x	A
Knowledge an understanding of community and participatory work in arts and cultural sector	x		A/I
Knowledge of UK fringe sector and/or small to mid-scale arts ecology.	x		A/I
Experience	Essential	Desirable	Assessed

Proven experience working in an arts and culture or relevant settings.	x		A / I
Experience managing the needs of multiple partners and stakeholders.	x		A/I
Experience of event management and support, production management experience, desirable.	x		A/I
Experience of funding programmes including grant support and assessment		x	A/I
Experience of developing and delivering creative projects and programmes across a range of art forms.	x		A / I
Experience of community and network building		x	A/I
Experience of leading / facilitating artist development programmes and managing networks.	x		A/I
Experience of producing community projects	x		A / I
Experience of managing sensitive matters in relation to partners or users and ensuring data protection.	x		A / I
Experience of supporting creatives with the development of their projects.		x	A/I
Experience of programme evaluation, including the collection and analysis of data		x	A/I
Managing projects in a fast-moving dynamic environment.	x		A / I
Contributing to 'communications' on projects or initiatives is essential; including campaign support and use of digital and social media is desirable.	x		A
Awareness of audience development methodologies, including the diversification of audiences.		x	A / I
Experience of managing and updating budgets to deliver projects within allocated funding.	x		A / I
Skills	Essential	Desirable	Assessed
Ability to forward plan and manage multiple projects and meet tight deadlines.	x		A / I
Ability to communicate clearly and effectively, both orally and in writing, with a wide range of individuals including artists and venue networks.	x		A / I
Ability to work independently and as an effective team member using own initiative.	x		A / I
Ability to adapt to changing priorities, contexts and deadlines.	x		A / I
Qualifications	Essential	Desirable	Assessed
Degree, or equivalent experience working in the arts and culture sector.	x		A
UK Driving License.	x		A

A – Application form / CV

I – Interview

T – Test

C - Certificate