

## Creative Interventions Producer

### Freelance Producer Brief

#### Summary

Bedford Creative Arts (BCA) is seeking to appoint a Creative Interventions Producer to lead the development and delivery of creative commissions that respond to specific needs in the Bedfordshire community.

Working closely with the core team, the Creative Interventions Producer will design and deliver meaningful engagement with local groups while contributing to the skills development and support of Bedford's creative practitioners.

The Creative Interventions Producer will manage BCA's current community focused projects and help identify future opportunities for collaboration and creative growth. These may include initiatives with local businesses, prisons, healthcare settings and charities in Bedford and beyond.

In addition, the role will involve attending and hosting networking events for the local creative community which will enhance skill development, boost confidence and may lead to potential artistic commissions. The post-holder will also be expected to think strategically about future opportunities that will benefit Bedford both creatively and socially.

This is a new and exciting position within BCA. This is a fixed-term role whilst BCA explores funding avenues for taking this strand of work further into the future, which may include developing this role in the longer-term.

#### The Brief

The producer is requested to undertake the following activities:

Programme delivery of current work:

- Be the producing lead for the 'Held' migration theatre project. This is a project developing a new theatre company which invites refugees, asylum seekers and first-generation migrants to use theatre to connect with each other and their new lives in Bedford. The aim will be to deliver a performance/sharing in November 2026 and is delivered in partnership with LegalAliens theatre company.
- To represent BCA within the Bedford Cultural Partnership alongside our Director. You will be expected to attend meetings and networking events as well as present at upcoming sessions and support BCA's role in evolving the Bedford Cultural Partnership into a new Cultural Compact for Bedford. The vision for this project can be found here: <https://bedfordculturalpartnership.carrd.co/>
- Support local producer and artist Talia Giles along (founder of POP Bedford) and Bedford College in delivery of POP Art. This project takes on windows of empty shop units in Bedford's town centre and displays art from local practitioners as well as Bedford College students.

Programme Development and opportunities.

- Collaborate with the Senior Management Team to identify and map opportunities that will inform and shape future programme development.

- Continue to develop the existing relationship with HMP Bedford and explore what programme opportunities may be available for work within the prison and then initiate these as required.
- To work with 1 Degree East on the Bedford Producer Hub to support delivery of a series of skill-building sessions which upskill local producers.
- Attend networking events across the Borough that may provide opportunities for conversation and collaboration.

#### Evaluation and legacy

- Audit the existing creative networks and skills programmes that currently exist in Bedfordshire and explore how BCA's work can develop in this area.
- Research further the needs of communities in need and local creative community.
- Design a one-year programme proposal which proposes high quality artistic interventions for communities of need in Bedfordshire. This programme will need to align with the needs identified by the post-holder and feed into our Business Plan.

#### Expected Characteristics

1. Experience of producing projects that work with creatives and communities, especially those who may have complex social needs.
2. Experience or understanding of the current challenges that creatives and community organisations face.
3. Experience in facilitating workshops and creative discussions groups and individuals.
4. Knowledge of potential partnerships, organisations or opportunities available to creative people in Bedford.
5. Experience in strategic thinking in order to create long term objectives
6. Ability to work co-operatively as part of a small team.
7. Excellent interpersonal skills.
8. Ability to demonstrate strong and versatile communication skills, both verbal and written
9. Knowledge and experience of using a broad range of I.T. in the workplace
10. Ability to relate to and work well with people from all demographic backgrounds.
11. Self-motivated and enthusiastic about your work.
12. Ability to work on your own initiative.
13. To display good attention to detail.
14. To have a good track record for attendance and timekeeping.
15. Ability to deal with multiple priorities and conflicting demands.
16. Welcoming and assisting attitude towards young people, artists, participants, partners and other guests.
17. Ability to be flexible regarding hours of work and work outside normal office hours as required.

Future work may be available for the right candidate. This work may run alongside this contract.

#### Timeline

This contract is expected to be delivered over a 6-month time period with a suggested working pattern of 1 day a week.

April 2026 – post holder appointed

April 2026 – August 2026 – research and delivery of current programme

September 2026 – Completion of contract and submission of programme proposal.

## **Fee**

The anticipated fee for this work is between £4,000 - £5,000 depending on the level of experience & freelance rate applied based on an expectation of approx. 15-25 days' work.

Reasonable travel expenses agreed in advance will be provided.

This is a freelance contract. The producer will be liable for their own tax, insurance and pension contribution. This is not an employment contract.

## **Application Process**

Candidates wishing to apply should submit:

- a CV (a description of their relevant work history and any relevant training, learning and skills)
- a letter or email (no more than 2 sides of A4) explaining why they would like the role & why they think they have the relevant experience and skills to deliver the brief.
- An itemised quotation for their fee detailing the number of days anticipated to complete the work and the daily rate applied.

We will obtain references from the successful candidate before appointment.

You are welcome to supply this information in video or audio format (no longer than 5 minutes, please) if you prefer. If you require any other support to apply, please contact us to discuss how we can support your application.

For informal enquiries, please email Bex Foskett at [Bexf@bedfordcreativearts.org.uk](mailto:Bexf@bedfordcreativearts.org.uk) or call 01234 818670.

## **Deadline for applications**

Applications to be submitted by 12pm 10<sup>th</sup> April 2026.

## **Interviews**

Interviews for the role will take place week commencing the 27<sup>th</sup> of April 2026.

Please submit applications to: [office@bedfordcreativearts.org.uk](mailto:office@bedfordcreativearts.org.uk)

## **Eligibility**

We welcome applications from people at various stages of their career and from a variety of demographic backgrounds.

We would ideally like to appoint a Bedfordshire based candidate and priority will be given to locally based applicants.

An Enhanced DBS check will be required for any unsupervised work with the community.

The producer will need to be able to travel independently to and from locations in Bedford and our store at Brickhill Drive, Bedford.

## About Bedford Creative Arts

Bedford Creative Arts is a contemporary arts organisation that has worked across Bedfordshire for 40 years. It is committed to commissioning high quality art in communities, working with people to make great art in response to the place where they live. We work at different levels, from light participation to deeper collaborative projects between artists and the public. Throughout our work we seek to make new work that is accessible and engaging for audiences and questions and develops social practice within contemporary art. Bedford Creative Arts is an Arts Council England national portfolio organisation.

[www.bedfordcreativearts.org.uk](http://www.bedfordcreativearts.org.uk)

## Equal Opportunities

Bedford Creative Arts values inclusivity and strives to ensure equal opportunities for all. This means that all applications will be judged on the candidate's individual merit and abilities in relation to the brief for the role and no applicant will be unfairly discriminated against based on any protected characteristic (as defined by the Equality Act 2010) or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We acknowledge certain demographics are often under-represented in the arts and in our areas of work and therefore we especially encourage applications from diverse ethnic backgrounds, those with a disability, and those with less formal educational qualifications. We will not prejudice any applicants that do not come from one of these backgrounds if they have the skills and knowledge needed to deliver the role however, we may take positive action to support representation where this can be shown to be justifiable.

If you require an alternative method of application in order to fairly access this recruitment process, please contact us on [info@bedfordcreativearts.org.uk](mailto:info@bedfordcreativearts.org.uk) or 01234 818670.

## Privacy Notice

Bedford Creative Arts (BCA) complies with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) under the control of its Information Governance Policy. Your information will be stored confidentially and only be used for the purposes of selection for the role applied for. Your information will not be transferred outside the organisation. By submitting an application, you are indicating that you are content for your details to be stored by BCA for the purposes of handling this recruitment process until such time as all appointments are made. All application information from unsuccessful applicants will be safely destroyed unless you give us permission to retain it in our Talent Bank for the purposes of informing you about other future opportunities which may be of interest.