

Youth Engagement Producer

Freelance Producer Brief

Summary

Bedford Creative Arts (BCA) is seeking to recruit a Youth Engagement Producer to design, plan and deliver high quality creative opportunities for young people in Bedfordshire. This person will work closely with the core team to deliver meaningful engagement that develops skills, confidence and showcases potential careers in the creative sector.

The Youth Engagement Producer is a new and exciting role for BCA. This person will be responsible for delivering our current projects designed for young people, as well as looking for future opportunities/programme which will feed into BCA's long-term vision. Our youth engagement projects include working with different artists, schools and non-conventional youth settings and environments.

This is a fixed-term post whilst we explore funding opportunities to allow us to take this strand of our work into the future, and potentially this role.

Bedford is about to embark on its biggest challenge with becoming the home of Universal Destinations & Events. We want to ensure that the voices and needs of young people are not lost during this pivotal moment in the town's history and that art & culture play a key role in helping them flourish.

The Brief

The producer is requested to undertake the following activities:

Current programme delivery

- Support with delivery of Airships XR (a workshop programme using XR technology to teach about engineering concepts in secondary & FE settings). This project is currently in progress and aims to deliver a total of 10 workshops to schools or youth groups across Bedfordshire.
- Manage and deliver The Museum of Small and Overlooked Things. This project will start in summer 2026 and aims to work with 4 primary schools in Bedford to deliver a museum exhibition curated by students attending these schools.

Programme development and future opportunities

- Review and assess previous projects and existing assets to identify opportunities for further adaptation and delivery within educational settings.
- Collaborate with the Senior Management Team to identify and map opportunities that will inform and shape future programme development. This may involve designing & initiating new projects.

Evaluation and legacy

- Conduct a comprehensive mapping exercise to ensure all projects are effectively aligned with the school curriculum and educational priorities.
- Identify needs of local young people to inform future programme by networking, researching and engaging with local young people and relevant organisations.
- Deliver an audit that details the needs of Primary and Secondary Schools in Bedford Borough where creative arts-based learning can assist.
- Design a one-year programme proposal, proposing projects that can be delivered for local children and young people. This will also feed into a bigger 3-year activity plan to be delivered by BCA as part of their Business Plan.

Expected Characteristics

1. Experience of producing projects that engage young people, especially in the age range 6 – 16 years.
2. Experience or understanding of the school curriculum for both primary and secondary schools.
3. Experience in facilitating workshops & creative discussions with young people.
4. Knowledge of potential partnerships, organisations or opportunities available to young people in Bedford.
5. Experience in strategic thinking, to create long-term objectives.
6. Ability to work co-operatively as part of a small team.
7. Excellent interpersonal skills including the ability to build rapport with a range of ages.
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. Good attention to detail.
14. A strong 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 delivery and submission of programme proposal.

Fee

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

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. Any anticipated expenses should also be quoted for.

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 or call 01234 818670.

Deadline for applications

Applications to be submitted by 12pm on 10th April 2026.

Interviews

Interviews for the role will take place week commencing the 20th of April 2026.

Please submit applications to: 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 local candidates.

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 Bedfordshire (especially Bedford Borough) and our offices at Brickhill Drive, Bedford, therefore a driving licence and car is desirable.

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

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 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.