

River/ Flow/ Connect

Freelance Producer Brief

Summary

Bedford Creative Arts (BCA) is looking for an experienced community producer to deliver the next phase of our project, River/ Flow/ Connect (RFC).

RFC is a project that invites residents in Kempston, Bedford, to engage further with the river on their doorstep through creativity. In the long-term, we hope to create a permanent legacy along the riverbank between Kempston Mill and Queen's Bridge that encourages residents to use the area for greater recreation, relaxation, commuting, water-sports, and performance. This could be in the form of up to 3 sculptural spaces or hubs where a permanent artistic installation is installed by the riverbank that encourages resident use.

We have been working with a steering group of community representatives and delivering a range of participatory activities in order to explore what the residents would like to see change in this area. This has helped us to identify themes and ideas for what sculptural objects/spaces would need to achieve for residents and possible locations.

We are looking for a producer for our next phase which is to work with participants and an artist to design prototype sculptural structures so that we can consult more widely with the community on which options they would like to see installed.

The Project: River/ Flow/ Connect

BCA is using art to shape the identity of three locations along the riverside in Kempston, Bedford. This next phase will use community workshops will work with participants of a variety of ages to co-design and build prototype "sculptural spaces". These sculptural spaces will provide artwork/infrastructure for up to three new riverside community areas in Kempston. The aim is to build a minimum of 3-6 prototype models of sculptural structures for the residents of Kempston to consider having installed along the river between Kempston Mill and Queen's Bridge.

The findings will be shared at a community-led symposium and celebration where the public will be invited to provide feedback on the proposed designs so that BCA can work towards funding and commissioning permanent versions these structures and designs in the short-medium term future.

To learn more about our wider project visit:
<https://bedfordcreativearts.org.uk/projects/river-flow-connect/>

The Brief

Bedford Creative Arts is looking for an experienced producer with a background in producing community co-created work and possibly landscape/sculptural art commissions.

The role of the River/ Flow/ Connect producer is to be responsible for producing a programme of participatory "mini-build" workshops with a lead artist in order to create prototype designs. They

will then need to produce a celebratory event to showcase these designs and celebrate the end of this phase of the project with the wider community.

The producer will work closely with BCA's Programme Producer, Senior Projects Manager and Lead Artist to enable the delivery of a minimum of 20 participatory workshops/ interventions and that the programme of activity facilitated by the artist would include, but not exclusively entail:

- Build links with communities and recruit participants to engage in the events and workshops programme of activities.
- Maquette-building workshops where participants can learn basic sculptural terminology, contribute ideas for structural concepts and be involved in co-designing proposals.
- Temporary prototype sculptures (for outdoor or indoor display) will be built in varying sizes through these community workshops (3-6 anticipated).
- A larger temporary and /or digital outdoor structure will be installed to demonstrate a location and use (scale subject to funding)
- Communities will demonstrate their learning and skills acquired through the project e.g. contributing to a project symposium event, learning about environmental policy and planning.
- The delivery of a creative symposium to showcase the programme of activities and celebrate the culmination of the work.
- Communities will become advocates for funding the capital builds (it's our hope that we will use this stage of the project to raise funds to build permanent structures in the near future).

The producer is requested to undertake the following activities:

1. Lead on the research, planning and development of the workshop programme and celebratory event design with the Lead Artist and the project's Steering Group.
2. Recruit participants for workshops and events.
3. Regularly report back to the Programme Producer.
4. Work with the Programme Producer and the project's External Evaluator to design evaluation requirements for this phase of the project.
2. Be the main point of contact for the Lead Artist, supporting them with the delivery of their role.
3. Make decisions regarding the spend and allocation of project budget to activities and supplies.
4. Oversee the project management of this phase, working closely with the Senior Projects Manager and Projects Assistant who will provide project management and administration support.
8. Provide input on the design and development of the marketing and promotion for this phase working closely with the Marketing Officer to ensure timely delivery of marketing activity.
9. Assist in the reporting to funders and stakeholders about progress of the activity.
10. Understand and adhere to BCA's policies and procedures.

Expected Characteristics:

1. Ability to work effectively under pressure, deal with multiple priorities and conflicting demands.
2. Ability to work co-operatively as part of a small team.
3. Excellent interpersonal skills
4. Ability to demonstrate strong and versatile communication skills, both verbal and written
5. Knowledge and experience of using a broad range of I.T. in the workplace
6. Ability to relate to and work well with people from all demographic backgrounds.
7. Self-motivated and enthusiastic about your work.
8. Ability to work on own initiative.
9. To display a good attention to detail.
10. To have a good track record for attendance and time keeping.
11. Welcoming and assisting attitude towards artists, participants, partners and other guests
12. Ability to be flexible regarding hours of work and work outside normal office hours as required.
13. Knowledge and experience of contemporary artforms

Timeline

Producer contracted	March 2025
Attend 'Love Kempston' light walk	15 th March 2025
Design & schedule workshops	Mar – April 2025
Deliver workshops	Apr- May 2025
Celebration event	Early June (target 7 th June 2025)
Evaluation & debriefs	Late June / July 2025

Fee

The fee for this work is £6,000.

Travel expenses agreed in advance will be provided, capped at a value of £500.

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) alongside 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.

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 our Programme Producer, Ami Aubrey,
amia@bedfordcreativearts.org.uk.

Deadline for applications **11.00am Thursday 20th February 2025**

Interviews week beginning **24th February in Bedford (travel to interview expense contribution provided)**.

Please submit applications to: office@bedfordcreativearts.org.uk

Eligibility

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

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

Artists need to be able to travel independently to and from locations in Kempston and our store 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 39 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

About River/ Flow/ Connect

River Flow Connect is a longitudinal project that aims to strengthen engagement and connection with the River Great Ouse by residents living near the riverbank between the town centre and Rural Kempston/ Great Denham. Beginning firstly in Kempston, the project seeks to use arts and creativity as a tool for helping residents to have a positive relationship with their local river that sees an increase in use of the riverbank as a place for recreation, navigation by foot and cycle, socialisation and conservation.

To do this we will identify locations along the riverbank that will be transformed into accessible community spaces (“hubs”). A “hub” is likely to be where we restore an overlooked open-space and re-claim it for use by residents as an area to picnic, walk along, cycle along and celebrate at. This Kempston phase of community engagement is funded by the National Lottery Community Fund, Bedford Borough Council and Arts Council England.

About Kempston

Kempston is a large town within Bedford Borough with a strong Parish identity. Three key wards are linked along the river area for this project and ward councillors are actively engaged. Some areas have higher levels of need for the Community Needs Index than for the rest of Bedford (the Community Needs Index identifies areas experiencing poor community and civic infrastructure, relative isolation and low levels of participation in community life.). Levels of deprivation are generally higher than average for England and for wider Bedford and levels of Higher Education are lower. Some areas also have a higher than England and Bedford average levels of disability.

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@bedforcreativearts.org.uk or 01234 818670.

Privacy Notice

Bedford Creative Arts (BCA) complies with the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 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.