**REGIONAL PRODUCER – EAST: JOB DESCRIPTION**

**The Role**

The Regional Producer – East is a creative, strategic and entrepreneurial role with an emphasis on co-production with an extensive range of current partners and programmes in and around the East of England and strategic, long-term development opportunities in the South (excluding Greater London). The post is regionally based in the East of England, or with easy public transport access to East Anglia (Arts Council England [region](https://www.artscouncil.org.uk/sites/default/files/download-file/Map_area_boundaries.pdf)).

Orchestras Live Regional Producer – East forms a key element in the organisation’s structure, designed to support our national footprint through regional delivery, with a view to stage regional growth in future years. This role sits alongside the Regional Producers for the North and Midlands in our Production team, which includes Community Impact Coordinators for each of the regions. The successful post holder will report to the Chief Executive.

As a champion for OL’s ethos that orchestras are for everyone, you will work closely with the Orchestras Live team to deliver our commitment to engage people of all ages and backgrounds, and particularly those in historically under-invested, non-metropolitan communities in England, in creating place-based work that harnesses the transformative power of orchestral music to inspire, bring joy and support wellbeing. As a co-producer you will assemble creative teams, including world class professional orchestras, diverse artists, creatives and emerging music leaders, to work with local communities.

You will liaise with colleagues across a focused, experienced team to contribute to Orchestras Live’s unique thought leadership role in the sector, influencing change to address inequalities in the sector, both within the orchestral workforce and our audiences and participants.

# Background to the role

Orchestras Live believes orchestras are for everyone. We are a national producer and create projects where music and creativity can thrive. We work with communities across England to forge new opportunities and access to world-class orchestral experiences.

Celebrating 60 years of impact, we have collaborated with artistic and community partners to pioneer innovative approaches in co-creation, place-making, community cohesion, orchestral programming, digital production, and cultural regeneration in historically under-invested areas. Our work has established us as a sector leader, with a strong focus on creative health, music education, and diversity and inclusion.

We receive funding from Arts Council England as a National Portfolio Organisation. Our other principal funding sources are co-investment from local partners (local authorities, music education hubs, community organisations), grants from private trusts and foundations and earned income through Business Innovation.

Orchestras Live collaborates with a rich array of partners in the East, some going back decades to the organisation’s foundation. In addition, the Regional Producer – East will explore opportunities to establish new relationships in the South of England which meet Orchestras Live’s long term aim to develop its national footprint through a range of diverse partnerships.

**What you will do**

The Regional Producer – East will report to the Chief Executive, supported by the Community Impact Coordinator – East and liaising closely with the Production Team. You will be working closely with colleagues in the Development, Business Innovation, Impact and Insight and Communications Teams.

You will drive a strategy to support and develop the regional and local partner network, fostering consultation and collaboration across the network in order to deliver OL’s business plan priorities.

The work will consist of four core elements:

**Partnership development and programme delivery**

Provide the regional focus to develop and coordinate a programme of innovative, collaborative, inclusive orchestral projects and events, for which OL is the creative producer, to engage audiences and participants in high quality live orchestral experiences, largely in the East region of England through the following:

* Lead creative development and maintain strong and effective partnerships with a specified portfolio of OL’s existing partners
* Liaise with producer colleagues to maintain a coherent approach to partnership management, aligned with Orchestras Live’s business plan.
* In consultation with the Chief Executive, Producer Team, Community Impact Coordinator – East and Head of Development, identify and build new opportunities for strategic partnerships e.g. with local authorities, music education hubs, social and health care providers, promoters and orchestras, with a focus on historically under-invested communities, in the East.
* In consultation with the Chief Executive and Business Innovation Manager, identify and build new opportunities for paid consultancy services in the East and South.
* In consultation with the Regional Producers for the North and Midlands, implement delivery of national programmes at a regional/local level with specific East partners whilst exploring associated opportunities to build new relationships in the South.
* Work proactively with artistic partners to embed inclusive practice and achieve measurable progress in diversifying the orchestral and creative workforce, audience and participant base.
* Liaise with our co-production partners to consider and mitigate environmental impact in developing activity.

**Impact and advocacy**

* Work closely with the Community Impact Coordinator – East and Production, Data and Insight Analyst to monitor, evaluate and report on the impact of Orchestras Live’s activity in the East.
* Liaise and collaborate on a regular basis with the Production, Data and Insight Analyst, and in liaison with the Community Impact Coordinator – East, to supply financial, engagement, audience and other monitoring data as required.
* Support the work of the Communications team through creation of content across a range of platforms.
* Use an evidence-based approach to demonstrate the impact of our work across the region.
* Represent and advocate for Orchestras Live to a wide range of stakeholders, building an active and notable presence in the region.

**Strategic Team collaboration**

* Collaborate with fellow Regional Producers to develop Orchestras Live’s artistic strategy.
* In consultation with the Chief Executive, provide internal leadership to support Orchestras Live’s development role in the field of Creative Health.
* Collaborate with fellow Regional Producers to develop digital work that adds a new layer to Orchestras Live's co-curation role with existing and new promoter partners.
* In consultation with the Business Innovation Manager and Chief Executive, identify opportunities to capitalise on OL’s specialist expertise to provide consultancy services to regional clients.
* In consultation with the Communications Strategist, deliver a strategic regional communications plan to support the national brand and engage with Orchestras Live’s thought leadership strategy to influence positive change in the orchestral sector.

**Line Management**

* Provide line management for the Community Impact Coordinator – East,
  + identifying areas of focus and planning workflow
  + overseeing day to day activities
  + ensuring internal and external reporting requirements are met
  + supporting skills development
  + providing the first contact point for problem solving and support
  + conducting bi-annual appraisals

# Terms & Conditions

* The position is full time.
* Confirmation of the position is subject to a 6-month probationary period.
* The normal place of work will be your home, in the East of England, or with easy public transport access to East Anglia (Arts CouncIl England [region](https://www.artscouncil.org.uk/sites/default/files/download-file/Map_area_boundaries.pdf)). Orchestras Live’s registered office is in Leeds, with an ancillary office in London; the team meets regularly – in person in either office and/or virtually.
* The salary will be £40,000.
* Expenses for necessary travel will be reimbursed on receipt of monthly claims and receipts.
* The annual leave will be 25 days plus Bank Holidays/Extra Statutory Days.
* Orchestras Live’s workplace pension provider is the Local Government Pension Scheme run by the Essex Pension Fund.
* After 1 month’s service, notice can be served by either party, giving three months’ written notice of intent.

# About you

We welcome applications from people of all backgrounds, age groups and cultures. We are keen to hear from Global Majority, D/deaf and disabled candidates as they are currently under-represented in our staff team. We offer access support for people who face barriers to inclusion, meeting in accessible venues, providing written documents and communications in adapted formats where possible, being flexible in scheduling meetings at different times of day and covering travel expenses as outlined in our Inclusion Statement, which can be found at the end of this document.

# Person Specification

This specification aims to be inclusive and encourages applications from candidates with transferable skills and varied career backgrounds. We are open to applications from individuals who may not meet every criterion but can demonstrate the potential to grow into aspects of the role.

As Regional Producer – East you will join a highly experienced and respected team with creative production, artistic planning, education, communications, audience development, funding development and administrative skills. You will have flair and imagination, be self-motivated and enquiring, organised, efficient and a creative thinker and be able to work within controlled budgets and to deadlines.

**Essential Skills and Experience**

**1. Project and Partnership Management**

*Why?* The role requires overseeing multiple collaborative projects, managing relationships with key stakeholders, and ensuring successful delivery. Candidates should have experience in leading arts or cultural initiatives, preferably in a partnership-based setting.

* Experience in planning, coordinating, and delivering arts or cultural programmes.
* Ability to manage multiple partnerships, ensuring alignment with Orchestras Live’s mission.
* Strong negotiation skills to balance partner needs while maintaining creative integrity.

**2. Stakeholder Engagement**

*Why?* Orchestras Live works with a broad network, including local authorities, orchestras, and community groups. The role involves maintaining relationships and identifying new opportunities.

* Proven ability to build and sustain partnerships across sectors (e.g., arts, education, health, social care).
* Experience in engaging and consulting with underrepresented communities and ensuring inclusive access to projects.
* Confidence in advocating for orchestral music’s social and cultural value.

**3. Programme Delivery**

*Why?* This role requires hands-on involvement in designing and managing regional orchestral projects, ensuring they meet artistic and engagement objectives.

* Experience of working with professional musicians and/or artists in other genres.
* Experience in producing or co-producing live performance events or participatory arts programmes.
* Ability to develop inclusive and engaging audience-focused projects.
* Strong logistical and organisational skills to manage projects and ensure smooth execution.

**4. Understanding of music programming for events and participatory projects**  
*Why?* You will be working closely with professional orchestras as artistic partners in co-designing projects and performances, encouraging them to explore new approaches to programming and delivery.

* Knowledge of diverse orchestral music (e.g. film, gaming, classical repertoire, contemporary)
* Experience of co-creation and collaborative models that empower people to realise their own creative potential
* Experience of an audience focused approach, responding to local circumstances to build new audiences.

**5. Advocacy and Communication**

*Why?* The role requires promoting Orchestras Live’s impact to stakeholders and the wider public, supporting strategic communications.

* Excellent written and verbal communication skills to produce reports, presentations, and advocacy materials.
* Ability to represent Orchestras Live at regional events and in strategic conversations.
* Experience in content creation (e.g., social media, case studies, blogs) to communicate impact effectively.

**6. Data and Impact Monitoring**

*Why?* Evidence-based decision-making is crucial to measure success, report to funders, and refine future programming.

* Experience in gathering, analysing, and presenting data related to engagement and audience impact.
* Ability to collaborate with data specialists to evaluate programme success.
* Understanding of reporting requirements for funders and stakeholders.

**7. Team Collaboration and Strategic Thinking**

*Why?* The role sits within a flat-structured, highly collaborative team and contributes to wider organisational strategies.

* Experience working in cross-functional teams, contributing to shared artistic and business goals.
* Ability to co-develop strategic initiatives, including digital innovation and creative health projects.
* Strong interpersonal skills to support and inspire colleagues.

**8. Financial and Resource Management**

*Why?* The role involves managing budgets, securing funding, and identifying new revenue streams.

* Experience in budget management, ensuring efficient use of resources.
* Understanding of income generation strategies, including consultancy services.
* Knowledge of fundraising and funding applications.

**9. Diversity and Inclusion**

*Why?* Orchestras Live is committed to broadening access to orchestral experiences, and this role plays a key part in making that happen.

* Demonstrated commitment to diversity, equity, and inclusion in arts programming.
* Experience embedding inclusive practices in project design and delivery.
* Understanding of the barriers to participation and strategies to overcome them.

**10. Line Management and Leadership**

*Why?* The role includes managing the **Community Impact Coordinator – East**, ensuring they are supported and developed.

* Experience in supporting and mentoring team members.
* Ability to oversee workloads, provide constructive feedback, and conduct appraisals.
* Strong leadership skills with a collaborative and empowering approach.

**Desirable Skills and Experience**

**Knowledge of Regional and National Arts Funding Structures**  
*Why?* Understanding the landscape of public and private arts funding will help in developing sustainable programmes.

**Experience, or an active interest, in Creative Health Initiatives**  
*Why?* The role involves expanding Orchestras Live’s work in Creative Health, including partnerships with healthcare providers.

**Understanding of Audience Development Strategies**  
*Why?* The role requires engaging new and diverse audiences in orchestral experiences.

**Experience in Digital Innovation in the Arts**  
*Why?* Exploring digital and hybrid (live/digital) approaches can enhance accessibility and participation.

**Attributes and Approach**

* **Strategic Thinker** – Able to identify and develop opportunities for growth and impact.
* **Proactive and Self-Motivated** – A natural problem-solver who takes initiative and drives projects forward.
* **Collaborative and Open-Minded** – Works effectively with diverse partners and colleagues.
* **Resilient and Adaptable** – Comfortable navigating change and complexity.
* **Passionate about the Arts and Social Impact** – Believes in the power of orchestral music to transform communities.

**How to apply**

Explore the following content to find out more about the role:

* [Blog: the impact of a long-term residency in Great Yarmouth | Orchestras Live](https://www.orchestraslive.org.uk/news/long-term-residency)
* [Producer Blog: An unconventional approach to touring | Orchestras Live](https://www.orchestraslive.org.uk/news/touring-blog)
* [Blog: Orchestras at a Crossroads: Key Insights from ABO 2025 | Orchestras Live](https://www.orchestraslive.org.uk/news/abo-conference-2025)

In this video, you will hear more about Orchestras Live and how we work with partners and communities: <https://youtu.be/GxltBZNjGA4>

To apply, please email your CV (no more than 2 pages) and a covering letter\* (no more than 2 pages), or 5-minute video if you prefer, explaining why the role appeals to you and what you could bring to Orchestras Live, bearing in mind the skills and experience we are looking for, outlined in the Job Description and Person Specification. Please address your letter or video to our Chief Executive, Sarah Derbyshire, and email it to [private@orchestraslive.org.uk](mailto:private@orchestraslive.org.uk).

*\*Whilst Orchestras Live recognises the value of AI systems to help us work faster and more effectively, we want to hear from you in your own words, and would prefer you not to use AI tools to craft your covering letter, unless required by your access needs.*

Applicants who wish to disclose protected characteristics are asked to make Orchestras Live aware of this in a separate communication, sent to [private@orchestraslive.org.uk](mailto:private@orchestraslive.org.uk).

If you have any access needs or other practical questions you would like to discuss before applying, please email [nancy@orchestraslive.org.uk](mailto:nancy@orchestraslive.org.uk) or phone us on 0300 030 1160.

**The closing date for applications is Wednesday 23 April 2025 at 9 am.**

First round interviews will take place online during the week beginning 6 May. Candidates who reach the second round will be invited to attend an interview in person, in the region, during the week beginning 12 May, location tbc.

On receipt of their application, applicants will be sent a link to complete a survey requesting personally sensitive data, enabling Orchestras Live to track the demographics of those who apply. Completion of this survey is entirely voluntary and all data is anonymised. Provision of this information is not part of the recruitment process.

**Our Commitment to Diversity & Inclusion**

We are committed to increasing diversity and inclusion within Orchestras Live and the wider orchestral sector. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate action to reduce inequality and improve equity of opportunity.

For all roles, whether voluntary or paid, we welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background. We are committed to inclusive working practices and during the application process we commit to:

* Paying for your travel costs for interviews if they are held in person
* Paying for childcare while you’re attending an interview
* Making and paying for any reasonable adjustments to meet your needs and ensure equity during the application and interview process
* Providing all relevant information online and in Word document format, readily available to download from our website

If there is anything you’re concerned about or think we could provide, please email [nancy@orchestraslive.org.uk](mailto:nancy@orchestraslive.org.uk) or phone us on 0300 030 1160 and we will do our best to help.