



**GLOBAL GROOVES, EVENTS PRODUCER - JOB PACK**

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*What's interesting about Global Grooves is it looks across all the art forms on an equal level. The maturity of the company is around working with those different art forms and getting experts in each of those. That's the richness that you get with Global Grooves.*

Angela Chappell, Arts Council England

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# JOB DESCRIPTION



Unit 2 Vale Mill, Mossley, OL5 9JL

<b>Job title:</b>	<b>Events Producer</b>
<b>Salary:</b>	<b>£26,000-£30,000 (pro rata) depending on experience.</b>
<b>Hours of work:</b>	<b>Part/Full time 3-5 days per week to be negotiated</b>
<b>Responsible to:</b>	<b>Global Grooves Production Team.</b>
<b>Responsible for:</b>	<b>Freelance delivery team, events team.</b>
<b>Contract:</b>	<b>Minimum 12 month fixed term contract.</b>
<b>Location:</b>	<b>The Vale, Unit 2 Vale Mill, Micklehurst Road, Mossley, OL5 9JL.</b>
<b>Hours:</b>	<b>General office opening hours are 9.00 – 18.00, The nature of our work means that members of our production team are required to work flexibly, and sometimes outside normal hours to ensure the effective delivery of our events. We operate a time off in lieu system to compensate for time worked beyond contracted hours.</b>
<b>Travel:</b>	<b>Global Grooves delivers events nationally. From time to time you must be prepared travel and stay overnight where required.</b>
<b>Flexible Working:</b>	<b>Bi-monthly reviews, Max 6 month probation.</b>

## MAIN PURPOSE OF THE POST

Global Grooves is seeking an experienced and highly organised Events Producer to play a key role in delivering touring productions, festival commissions, corporate events and community-led cultural productions.

As a company rooted in Carnival, spectacle, and participatory outdoor arts, we work with artists, organisations, and communities to create events that bring people together and celebrate our shared heritage. Our work spans large-scale outdoor productions, international collaborations, and unique creative programming of all scales designed with and for communities. This role is an opportunity to be part of a growing Arts Council England National Portfolio Organisation that values creativity, collaboration, and inclusive cultural experiences.

We are looking for an Events Producer who can deliver high-quality events while also contributing to the wider development of our work and the outdoor arts sector. This includes fostering strong relationships, creating welcoming and engaging environments, and working in a way that reflects Global Grooves' ethos of co-creation, access, and excellence in the arts.

### As Events Producer, you will:

- Lead on the production and delivery of performances, touring work, and participatory projects, ensuring high-quality execution.
- Manage projects from planning to completion, collaborating with artists, funders, clients, and community partners to balance artistic ambition with practical delivery.
- Oversee budgets, resources, and logistics to ensure efficient and effective project management.
- Contribute to audience engagement and marketing strategies, working with internal and external teams to create compelling content that builds participation and reach.
- Recruit and coordinate freelance artists, producers, and production teams, ensuring seamless event delivery.
- Support evaluation and impact reporting, meeting funding and client expectations while creating meaningful experiences for artists, participants, and audiences.
- Contribute to creative solutions and business development, helping to secure commissions, partnerships, and touring opportunities to expand Global Grooves' reach.
- Be part of a growing organisation developing new opportunities in outdoor arts.
- Deliver ambitious, high-profile events that bring people together and celebrate cultural diversity.
- Collaborate with a creative, values-driven team committed to co-creation, accessibility, and artistic excellence.
- Be part of a dynamic and supportive environment, where innovation is encouraged and new ideas shape the future of our productions, organisation and the sector.

This is an opportunity to make a real impact in the arts, contributing to projects that create lasting experiences for artists, audiences, and communities. We encourage applications from individuals with a range of experiences and backgrounds who are excited by the potential of this role.



# JOB DESCRIPTION

*This is a multifaceted role that combines production management, project coordination, business development, and stakeholder engagement. We are looking for a producer who can work effectively within a small team, balancing strategic oversight with hands-on delivery, managing complex projects while fostering strong relationships with artists, partners, and communities. We recognise the breadth of this role and are committed to supporting the right candidate with training and professional development opportunities as needed.*

## 1. PROJECT & EVENT MANAGEMENT

The Events Producer will lead on the planning, delivery, and evaluation of a range of performances, productions, commissions, and funded programmes in close collaboration with our Production Manager. This includes:

- Overseeing full project lifecycles—from initial concept through to final evaluation, ensuring each project meets artistic, financial, and stakeholder expectations.
- Developing and managing project plans, schedules, and budgets, ensuring events are delivered efficiently, safely, and to a high standard.
- Coordinating logistics, resources, and suppliers, ensuring smooth and professional event execution.
- Working with artists, performers, and production teams, providing clear briefs and ensuring all creative and operational needs are met.
- Ensuring compliance with legal, health & safety, and insurance requirements, with support from the wider team.
- Capturing and reporting on event impact, supporting evaluation, funding requirements and business development.

## 2. BUSINESS DEVELOPMENT & SALES

Global Grooves is committed to developing sustainable revenue streams through commissions, touring work, and earned income. The Events Producer will contribute by:

- Developing and negotiating project proposals, supporting sales of performances and creative services.
- Managing relationships with clients, funders, and commissioners, ensuring clear communication and high-quality service delivery.
- Identifying and exploring new income opportunities, including partnerships, sponsorships, the development of new work and funding sources.
- Supporting funding applications and reporting, ensuring projects align with funder / client priorities and demonstrate impact.

## 3. ARTIST & WORKFORCE COORDINATION

The Events Producer will be responsible for managing relationships with a diverse team of partners, freelance artists, production teams, and volunteers. This includes:

- Overseeing artist liaison and coordination, ensuring smooth communication between creative teams and stakeholders.
- Managing contracts, schedules, and logistics for freelance teams.
- Ensuring workforce planning aligns with event requirements and artist welfare, including accommodation, travel, and resource needs.
- Contributing to team development, mentoring new staff and supporting the professional growth of colleagues and volunteers.

## 4. AUDIENCE DEVELOPMENT & MARKETING

Ensuring that Global Grooves' projects reach and engage diverse audiences is a key part of this role. The Events Producer will:

- Work with marketing colleagues to create compelling content, ensuring events are effectively promoted across digital and traditional platforms.
- Support audience engagement and outreach strategies, developing relationships with new and existing audiences.
- Contribute to the creation of marketing and promotional materials, ensuring alignment with Global Grooves' brand and values.

# ESSENTIAL REQUIREMENTS

- Proven administrative and project management experience
- High-level of organisational skills with the ability to demonstrate how you have managed multiple, time-sensitive, complex projects in the past.
- Experience of managing complex project budgets of over £10,000.
- Experience of managing on-line and email communications.
- Experience of participant recruitment and participatory arts events.
- Experience of 'co-creation'
- Experience managing events and activities in the arts and cultural sector.
- Experience in events / project marketing.
- A passion for communicating with others.
- Excellent computer skills, including Excel, Word etc.
- Technically savvy with the ability to adapt to new software and online platforms with support.
- Experience (or willingness to learn about) updating websites, including basic knowledge of WordPress.
- Ability to contribute constructively to team meetings.
- Excellent writing skills, with good grammar, spelling, attention to detail, understanding of brand values and the ability to tailor copy/writing for different audiences and purposes.
- Ability (or willingness to learn) to pitch and sell to customers authentically via email, over the phone and face-to-face.
- Ability to work under pressure on a variety of varied jobs.
- Highly organised, self-motivated, with the ability to take the initiative and undertake other duties as reasonably required in order to deliver work to a high standard.
- A willingness to travel and work occasional evenings and weekends for events.
- A friendly, confident and professional demeanor, with the ability to build good relationships with colleagues, customers and partners.
- A passion for the arts, culture and creativity.
- Excellent self awareness, team-working and flexibility.
- A sense of humor and enjoyment in work.
- A thirst and ability to imagine and create the unknown.

## DESIRABLE EXTRAS

- Experience of managing public funded programmes.
- Experience in responding to creative briefs and curating or developing new work.
- An artist working in any discipline.
- Experience in the technical/AV requirements of the arts and events industry.
- Experience of working within the outdoor arts sector.
- Full UK Driving License.



# HOW TO APPLY

## APPLICATION TIMELINE

- Applications close midnight Tuesday 1st April 2025.
- Applications shortlisted and notified by Friday 4th April 2025.
- Interviews will be held on Wednesday 9th and Thursday 10th April 2025.
- We expect to notify the outcome of interviews by Monday 14th April 2025.
- Start date asap (negotiable).

## HOW TO APPLY

- Please send us a CV or details of your previous experience and a covering letter of no more than two pages, highlighting why you would like to work with Global Grooves. These should demonstrate how you meet the person specification and provide confidence you can meet the needs of the role and job description.
- If you would like further information then email [hello@globalgrooves.org](mailto:hello@globalgrooves.org) and we can arrange a phone chat. We welcome pre-application discussions.

## FOR THOSE SHORTLISTED

Shortlisted candidates will be required to complete a presentation task as part of the interview process. Candidates will respond to a client brief, presenting as if representing Global Grooves. The brief (provided in advance) will outline an imaginary commission for a performance, event, or touring production.

The presentation should:

- Be no more than 10 minutes in length.
- Offer a strong creative and logistical response to the brief.
- Incorporate elements of Global Grooves' work, ethos, and artistic approach, drawing from available research.
- Consider key factors such as project planning, budgeting, audience engagement, and delivery.

The format is flexible, and a projector will be available for digital presentations.

This task focuses on creative thinking, originality, and the ability to present ideas compellingly to clients and commissioners. We appreciate candidates may have limited information about our organisation and approach, and we are keen to see how they interpret the brief with the resources available.

## GUIDANCE FOR APPLICANTS

Global Grooves is committed to equality, diversity, and inclusion, and we welcome applications from candidates of all backgrounds. We recruit by merit through fair and open competition and value the unique perspectives that different experiences bring. As a Disability Confident employer, we support applications from underrepresented groups in the arts and cultural sector, including individuals from South Asian, African, and Caribbean communities, Deaf and disabled people, and those from lower socio-economic backgrounds. We are happy to accommodate any access requirements during the recruitment process and will ensure reasonable adjustments are in place.