

# UNLIMITED...

## Job Pack: Senior Producer

### Welcome

Hello, and thank you for your interest in joining [Unlimited!](#)

Unlimited is currently an arts commissioning programme that aims to embed work by disabled artists within the UK and international cultural sectors, reach new audiences and shift perceptions of disabled people. Unlimited has been delivered by the disability-led arts organisation Shape Arts and arts-producing organisation Artsadmin since 2013, and is currently funded by Arts Council England, Arts Council of Wales, Creative Scotland and the British Council.

Since 2013, Unlimited has awarded more than £4.7 million to over 400 ambitious disabled artists and companies, through commissions, awards and support, which have been seen by or engaged with more than 4 million people globally and online, making it the largest supporter of disabled artists worldwide.

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

We're unique. We work across the whole of the UK and across all disciplines, proving that disabled artists are, indeed, unlimited.

### Changes ahead

Unlimited is transitioning into being an independent organisation from 2022, with a new mission and new values – and a new way of working.

Unlimited will have a hub in Wakefield, West Yorkshire, although most of the team will be geographically dispersed. This means a team member could be based anywhere within the UK, and work either from home, from a local arts venue or from a mixture of the two – whatever suits that team member best (and dependent on which local arts organization we can persuade!).

It's a strange time to be transitioning into independence as, like all arts and cultural organisations, we face unprecedented challenges – and perhaps opportunities – as we emerge from the COVID-19 pandemic.

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One thing is certain: the work of disabled artists is **more vital than ever**, and by pursuing our vision and practising our values, we'll play our part in the cultural, social and economic recovery and future of the arts sector not just in the UK, but internationally. With an intersectional disabled-led team and board, we are passionate about not just talking about equality and diversity but actually putting it into action.

We're thrilled to be recruiting for this role to join our team at Unlimited as Senior Producer.

We look forward to receiving your application, which we're asking you to submit by **12 noon on Monday 22 November**.

Best wishes,

Jo Verrent, Senior Producer (becoming Director),  
(she/her)



## Before you start...

We hope this pack gives you all the information you need.

There's a lot of information we want to share with you, so we've split this document into the following sections:

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If you have any questions, please email Jo Verrent ([joverrent@weareunlimited.org.uk](mailto:joverrent@weareunlimited.org.uk))

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## Unlimited

Unlimited has been a programme since 2013, and became a Charitable Incorporated Organisation in 2021. Our new mission is:

Unlimited shall commission extraordinary work from disabled artists until the whole of the cultural sector does. This work will change and challenge the world.

We have four Values:

- We are Unlimited
- We value Artists
- We value Equity
- We are Radical

Our mission and values are for the board, staff, freelancers, artists, allies and others with whom we connect. We will ensure they are at the heart of what we do and how we do it.

You can read more about the mission and values [here](#):

From January 2022, we will:

- **Commission** 10 - 17 disabled artists/companies through an open application process for Partner Awards (co-commissions with organisations throughout the arts sector) plus undertake some strategic commissioning.
- **Develop** the skills of our current disabled artists, our alumni (those we have shortlisted or funded before) and others, plus the organisations we are working with on commissions, our allies (organisations who share the same goals as us).
- **Connect** up disabled artists and organisations throughout the sector, across the UK and internationally.
- **Change** the sector for the better through resources, campaigns and advocacy.

Unlimited has funds until March 2023, so this role is offered on a fixed term basis until March 2023, however Unlimited will be applying to become an [Arts Council England National Portfolio Organisation](#) (decision due September 2022) and the aim is to extend this role.

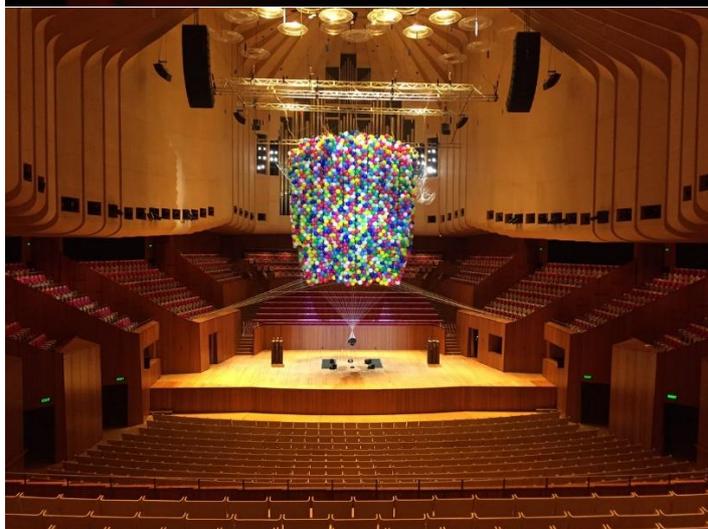
We have a new hub base in Wakefield, and are looking for a team that is geographically dispersed across the UK.

You can read about our history [here](#).

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## What we do

Unlimited commissions disabled artists and companies – across all artforms, all at sizes and scales, for indoor and outdoor events, for many different audiences. Here are just a few examples of the work we have commissioned.



Top: Unlimited House of Krip – the first disabled Vogue House in the UK. Photo Photo:Fotocad.

Bottom left: Cherophobia by Noemi Lakmaier – a durational installation where the artist was suspended by party balloons until they floated, pictured here at Sydney Opera House, Australia. Photo: Don Arnold/WireImage.

Bottom right: John Kelly, musician – supported to research and develop the potential of his music on online. Photo Emile Holba.

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We run events and development activities, such as our regional Connects events, or our showcasing events where we highlight particular types of work. You can read more about these on our [blog](#) which is a good place to look to learn more about us.

We work with an intersectional, diverse group of artists – and you can find out more about our artists and commissions [here](#) - and find data on who applies and who we fund [here](#).

## Meet the team

Unlimited is steered by a board of trustees (currently 92% disabled people), you can read about our board [here](#). Our current programme team is a team of 8 (currently 75% defining as disabled people and 25% defining with access requirements)



Unlimited team retreat. Photo: Claire Griffiths

Based at Shape Arts, we have:

- Harry Murdoch (Programme Coordinator) he/him, front row, far right.
- Marlo Savin (trainee) he/him, back row, middle
- Isabella Tulloch Gallego (Programme Manager) she/her, back row, left

Based at Artsadmin, we have:

- Ellie Liddell-Crewe (Project Manager) she/her, front row, middle right
- April Lin (trainee) they/them (on the screen)

And based elsewhere in the UK (as part of our piloting geographically dispersed working) we have:

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- Toni Adebajo (Programme Support) she/her, back row, right
- Jo Verrent (senior producer) she/her, bottom row far left
- Rachel Walker (Artists Support) she/her, front row, middle left

Jo will be the director of the independent Unlimited; Isabella and Ellie will move to roles as delivery producers.

## Key facts about the role:

**Annual Fee:** £35,000 per annum

**Employment type:** Initial 14-month fixed term role, potentially leading to a permanent role with enhanced salary when additional funding is confirmed.

**Hours:** The role is budgeted at full time, although could be part time or a job share if required. As a team we have a highly adaptable working culture with flexible working hours and occasional travel and weekends/evening work when artworks require it.

**Remote Working:** All the team can work from home, from a local arts organisation base (when determined) and, if within commutable distance from Wakefield, at the hub office.

**Training and development:** Unlimited is committed to staff training and development, individually and as a team.

**Access:** Unlimited is delighted to meet reasonable adjustments, to adjust existing practices and procedures to meet access requirements and supports all team members to apply to Access to Work to cover relevant costs.

## The Role: Senior Producer

As Unlimited transitions from a programme to an organisation, Jo Verrent will move into the Director role, opening up a role as Senior Producer to lead on programme activity, forming connections and maintaining relationships with our allies (organisations in the cultural sector who support our mission) and managing the programme team.

Unlimited will deliver across 4 areas of work: Commission, Develop, Connect and Change, all of which are interconnected. The duties of this role are:

### Leading on Connect (50%)

- Develop our Allies programme, with arts organisations across all artforms, sizes and scales, in the UK and internationally

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- Develop our Connects programme - enrich engagement between the 400+ alumni & our 370+ allies, widening contacts, improving knowledge of best practice including developing a minimum of 4 physical, hybrid & online Connect events
- Ensuring our database of artists alumni is functioning, searchable and being used so that arts organisations have easy access to excellent work by disabled artists, inspiration & support to improve their practice
- Brokering relationships between artists & the sector

## **Managing the programme team and key stakeholders (25%)**

- To line manage the programme team, monitoring their progress and activity, holding an overview of their project areas and supporting their professional development and wellbeing
- To manage relevant freelance support and suppliers as needed
- To manage and develop relationships with key partners and programme stakeholders

## **Other (25%)**

- Being part of the strategic ongoing development of Unlimited
- Be a 'key contact' for a small number of individual artists or companies currently holding commissions
- Managing 'Mapping the Reach' – our contract to monitor audiences for commissioned work and events, which maps numeric and geographic ranges, and which we'd like to use to measure impact in some key additional aspects (such as monitoring work for rural, children/family & outdoor audiences etc)
- To develop a set of sustainability metrics that reflect our commitment to climate justice

The following commitments are required of all the team:

- Adhering to Unlimited's values and our policies and procedures; contributing to their development to make them more accessible and inclusive
- Championing intersectionality and diversity in all its forms
- Representing Unlimited as required
- Working collaboratively and supporting other staff in their areas of work when required
- Any other duties that may from time be required by the Director or Board of Trustees

## **What we are looking for**

This is the person specification for this role, we expect those applying to meet all the essential requirements and have some of the desirable ones too.

## Essential

- At least 5-years experience delivering programmes of work within the arts, cultural or creative sector
- Experience of strategic planning, delivery and monitoring, for example, leading and supporting strategy development, organisational decision making and reporting
- Experience managing partnerships (either within or outside of the arts sector)
- Knowledge of the cultural sector and the needs of artists
- The ability to communicate effectively with / work closely with members of a team
- Experience of leading and managing team members
- The ability to work under pressure with strong attention to detail
- A good team player with the ability to multi-task
- Strong IT confidence

## Desirable

- Passionate about Unlimited's vision
- Knowledge of the arts and cultural sector, both UK and international at both a delivery and strategic level
- Commitment to/knowledge of climate justice, and developing environmental action plans, targets and measurements
- Experience of remote working
- Adds to the diversity of our current team

## How to Apply

There will be two 'find out more about this role and about Unlimited' sessions held on Zoom at 12 noon, each for an hour, on both 1 Nov and 15 Nov, if you have any questions or want to find out more. This will be hosted by team members who are not part of the formal selection panel for this role. Please email Harry Murdoch ([info@weareunlimited.org.uk](mailto:info@weareunlimited.org.uk)) to get the link to come along to either session and find out more.

We use Submittable for applications. This is an online application portal. Applications can be made via text, audio or video – please use whichever methods you prefer. Ultimately, we want to know why you'd be great at this role, and we don't mind how you share this with us. If you prefer, you can also apply via email, and we will upload the contents to Submittable ourselves.

You can access the Submittable portal for this application [here](#).

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You can access a Word doc version of the questions [here](#).

If there's another method you'd prefer to use due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

Whichever way you decide to apply, please share with us any feedback you have about the application process.

We'd like to receive your application by **12 noon** on **Monday 22 November**

If you have any general questions about applying, please email Harry Murdoch ([info@weareunlimited.org.uk](mailto:info@weareunlimited.org.uk)). If you have a specific question about the role, please email Jo Verrent ([joverrent@weareunlimited.org.uk](mailto:joverrent@weareunlimited.org.uk)).

## What happens next?

We recognise how much time and effort goes into crafting and submitting an application, so **we'll review each with the same care and attention**. We do this by looking in detail at the application with reference to our essential and desirable qualities mentioned in the person specification above. We do not anonymise applications and we reference equalities data for balancing our shortlist as one of our scorable criteria is to add to the diversity of our team.

We currently anticipate hosting interviews on **Tuesday 7 December**

If this date does not suit you, **please tell us** in your application.

For this role, interviews will be virtual on Zoom, unless the interviewee has a different preferred platform. If preferred, for this role, we may also conduct interviews in person in Wakefield, for candidates living within a commutable distance.

If you are selected for interview, **we will send you the interview questions in advance**. This is usually a couple of hours before the interview itself (this is so people don't over prepare – it's not an exam and the questions don't require research or have 'right' or 'wrong' answers. If, for access, you would like them earlier than this, just let us know.

There may be a task at interviews – you will receive more information about this if selected for interview.

We hope to let you know by **Monday 29 November** if you are being invited to interview. We will let you know if our timelines change, and you will hear from us no matter what the outcome of your application.



Every selection panel for every role at Unlimited will include at least one person of colour and a minimum of 50% disabled people.

If your application does not result in an interview, we will let you know but sadly we can't offer feedback if we have received over 30 applications for a role as we just don't have the staff capacity.

If you are interviewed, we are happy to share with you the areas in which we felt your interview and application could have been stronger by email or in a short (15 min) video or telephone call.

## **Inclusivity, diversity & access**

Unlimited loves inclusivity and values lived experience in all its forms.

People from the global majority\*, who are LGBTQIA+, disabled\*\* and/or from working class or low socio-economic backgrounds are particularly encouraged to apply.

\* This includes, but is not limited to, people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

\*\* This includes but is not limited to, those who define as disabled people, as people with long term health conditions, as deaf, Deaf, neurodivergent or in relation to their access requirements.

People from these groups are still currently under-represented in the arts nationwide, and we are committed to challenging and changing this.

In addition to this written format, this application pack is available in large print, audio and BSL formats available from here –

<http://www.weareunlimited.org.uk/apply-now-to-be-our-new-senior-producer>

We are happy to provide video, Braille or Welsh language versions on request, please email Harry Murdoch ([info@weareunlimited.org.uk](mailto:info@weareunlimited.org.uk)) or call on 07506 679968.