

Metal

Producer, Liverpool Recruitment Pack



Image credit: Make Time For Love, photo by Jazamin Sinclair

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Image credit: *As We Gather*, photo by Jack Flynn

About Metal

Our work

Metal champions the right for artists, creatives and curious people to follow hunches, explore dreams and probe problems through creativity to inspire positive change.

In the last ten years, we've supported over 11,000 artists, hosted over 110,000 participants and welcomed over 8 million audience members. Metal's artist alumni include Assemble, Beverley Bennett, Delaine La Bas, Elsa James, Kate Marsh, Khaleb Brooks, Lucy + Jorge Orta, Steve Reich, Tim Burrows and many more.

As well as nationally and internationally, we currently work in Liverpool, Peterborough and Southend-on-Sea. We were invited to these places by local authorities, Arts Council England and other partners. All our work is underpinned by practice-based research themes related to the specific and necessary concerns of each place, from urban biodiversity in Liverpool to food and farming in Peterborough, and creative education in Essex.

Our current programme includes: The Unlonely City, disrupting loneliness over 10 years by nurturing moments of solidarity, surprise and laughter in UK cities; Shift, Liverpool's network of 60+ cultural organisations addressing the climate crisis; Creative Break Time, supporting Southend teachers' creativity with TOMA and Focal Point Gallery; Positive Notes, reshaping perceptions of Peterborough; and membership of the Citizens in Power Network.

About the role

We are looking for a creative, flexible and inspiring Producer to support the Director and wider Metal team with production, logistics and administration, playing a key role in shaping our future artistic programme and deepening our impact in our neighbourhood, across Liverpool and the wider region.

You will be highly organised and experienced in managing budgets and working with artists to support their ideas and development. This role suits someone who enjoys working in a team, building relationships across sectors, from local communities and artists to civic, environmental and cultural organisations.

This is an exciting time to join Metal, following the launch of our new collaborative strategy in 2024, working across our three sites, which focuses on being responsive to the needs of artists and communities while addressing long-term societal and environmental change.

We are seeking someone with a passion for climate sustainability and creative practice, eager to explore how art can drive climate justice, resilience and local transformation. You will co-chair Shift, Liverpool's network supporting climate action and low-carbon practice in the arts, and help embed environmental responsibility across Metal's programmes and partnerships.

This role offers the opportunity to contribute to Metal's national programme, connecting Liverpool's work with our sites in Southend and Peterborough, and sharing creative approaches that inspire positive change. This position is based onsite at Edge Hill Station, Liverpool.

What it's like to work with us

About our team

Metal's work is brought to life by local creatives and producers who understand the complexities of each place. Many of us have community roles and artistic practices outside of our day jobs (spoken word, youth work, painting, writing and more). Celebrating difference is important to Metal and global majority, disabled, LGBTQIA+ and working-class people are represented in our leadership. We are a small, collaborative and creative team. There is a sense of fun and openness to working with Metal. Our supportive Board, chaired by Andrea Stark, has experience from across the cultural sector.

Our buildings

Our three buildings are deliberately domestic in feel and are usually busy with artists and communities meeting, making work or dropping in. In Liverpool, we work from Edge Hill Station the world's oldest active passenger station; in Peterborough, our office is a space of creativity; and in Southend at Chalkwell Hall with stunning views over the Thames Estuary.



Image credit: Phil Striling, Ruth Campbell, Mark McNulty

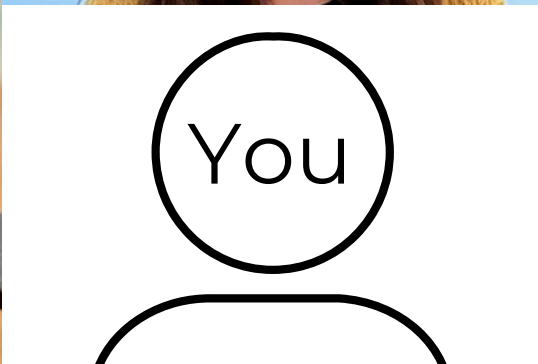
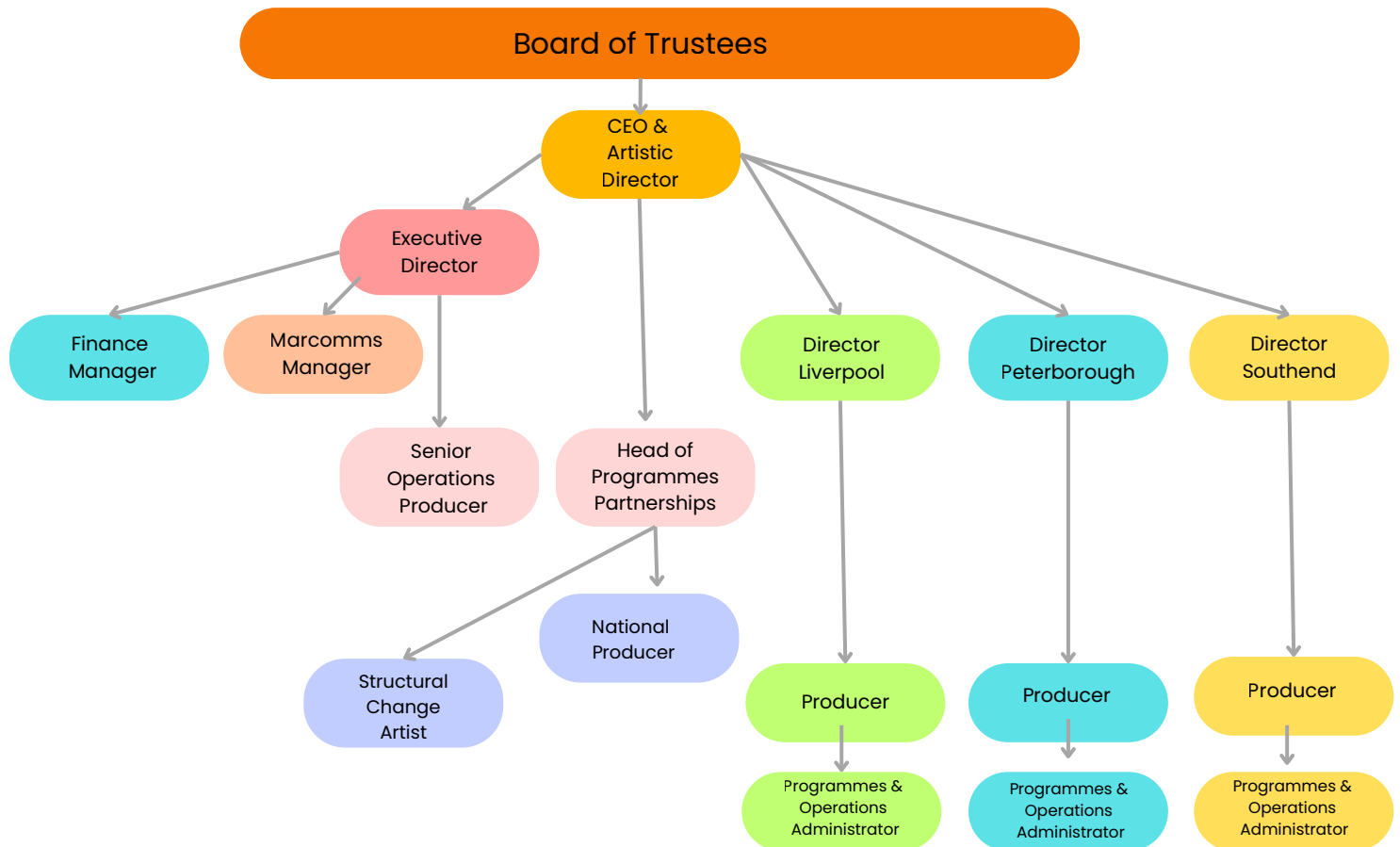


Image credit: Staff team headshots

Our organisational structure



Job Description

Development and Delivery of Programme

- Support the development, planning and delivery programmes including timelines, administration and logistics. Leading a portfolio of programmes and projects;
- Work closely with the Director, Liverpool and CEO / AD, to support artist development and develop creative programme ideas;
- Work closely with the Director, Liverpool to support existing community partnerships, cross-sector partnerships and cultivate new relationships;
- Manage and monitor detailed individual project budgets, keeping accurate financial information, in consultation with Director, Liverpool, Executive Director and Finance Manager.
- Actively seek to build and diversify audiences, partnerships and community collaborations, working with Metal's SMT to achieve our aims for inclusion, equity and diversity;
- Working with Head of Programmes and Partnerships, SMT and the wider Metal team to support the development of new national programmes which support the overall vision and strategic aims of Metal;
- Manage staff and volunteers, as required.

Job Description

Fundraising, Reporting and Evaluation

- Work closely with the Director, Liverpool, CEO/AD and Exec Director on all areas of fundraising and income generation, leading applications and nurturing opportunities for your projects;
- Report to funders, providing quantitative and qualitative evaluation on projects that you are leading on.
- Work with the Director, and the wider team to develop effective evaluation plans and audience development plans for Metal Liverpool.
- Contribute to reporting of Metal nationally – feeding statistics into reports, ensuring that artists participants and audiences complete evaluation and feedback.

Climate and Environmental Responsibility

- Lead and champion Metal Liverpool's commitment to environmental sustainability and climate action across all projects and operations;
- Along with the Director, Liverpool, Co-chair Shift Liverpool's network supporting climate action and low-carbon practices in the arts. Planning and delivering the programme;
- Collaborate with artists, partners and communities to develop creative projects that explore climate justice, resilience and environmental transformation.
- Monitor and share learning on sustainable practice, contributing to Metal's organisational development and sector-wide advocacy.
- Work with the Metal team in Southend and Peterborough to exchange ideas and models for environmentally responsible working and creative practice.

Job Description

Communications

- Lead on developing and delivering effective communications plans for Metal Liverpool and contribute to the Metal UK national channels working closely with the MarComms Manager;
- Create inspiring content (e.g. text, video, images) to support press, marketing and online engagement;
- Lead Metal Liverpool's social media with the Marcomms Manager and update channels and website.

Other Duties

- Act as an advocate for Metal, in terms of hospitality, generosity, access and care for staff, artists, audiences and the wider public;
- Work within Metal's policies. Actively seek to implement Metal's Equal opportunities policies, safeguarding, financial procedures and health and safety policies.
- Work collaboratively with the wider Metal team sharing practice and learning;
- Undertake any other duties reasonably requested by SMT and board of trustees.



Image credit: Sweat the Small Stuff (2023) by 1.5 Degrees, photo: Greg Hodge

Person Specification

Essential

- Warm, friendly and open with genuine enjoyment of working with a cross-section of people;
- Experience of producing or similar role in culture/arts/education;
- Experience of arts project management including fundraising, evaluation, budgets, administration, event management and logistics;
- Experience in developing creative programming and supporting artists;
- Experience of working with and cultivating new relationships and partnerships with community groups and cross-sector organisations;
- Passionate about arts and culture, climate sustainability and environmental practices;
- Creative problem solver who is calm under pressure;
- Experience creating safe and inclusive spaces for public events;
- Excellent communications skills and ability to promote and market programmes for different audiences including social media;
- Strong attention to detail;
- Ability to multi-task, delegate and prioritise within a busy working environment;
- Confident working independently but also as part of a small team;
- Excellent IT skills including Microsoft Office



Image credit: SILT by Arbonauts, commissioned for Estuary 2021, photo: Nina Photography

Person Specification

Desirable

- Understanding of fundraising context and Arts Council England
- An interest in food, cooking & hospitality
- Strong knowledge of Liverpool context
- Experience of Adobe Illustrator/Photoshop and/or Canva



Image credit: Contains Joy, Recycling Residency, Andrea Ku



Image credit: Courtesy of our residency artists 2022/23 cohort

Terms & Conditions

Full time, Permanent contract

Reporting to: Director, Liverpool

Salary: £26,700 p/a

Holidays: 25 days paid holiday per annum (FTE), plus bank holidays. Staff currently have a minimum of one week per year for non-prescriptive research and professional development, in addition to all-staff training. .

Pension: Workplace pension plan with 3% company contribution

Hours: Monday to Thursday – 9am – 5.30pm

4 day working week: At Metal, we operate a 4-day working week. This policy reduces the standard full-time working week from five to four days, with no loss of pay – and applies proportionally to part-time roles to support flexibility and wellbeing for all staff.

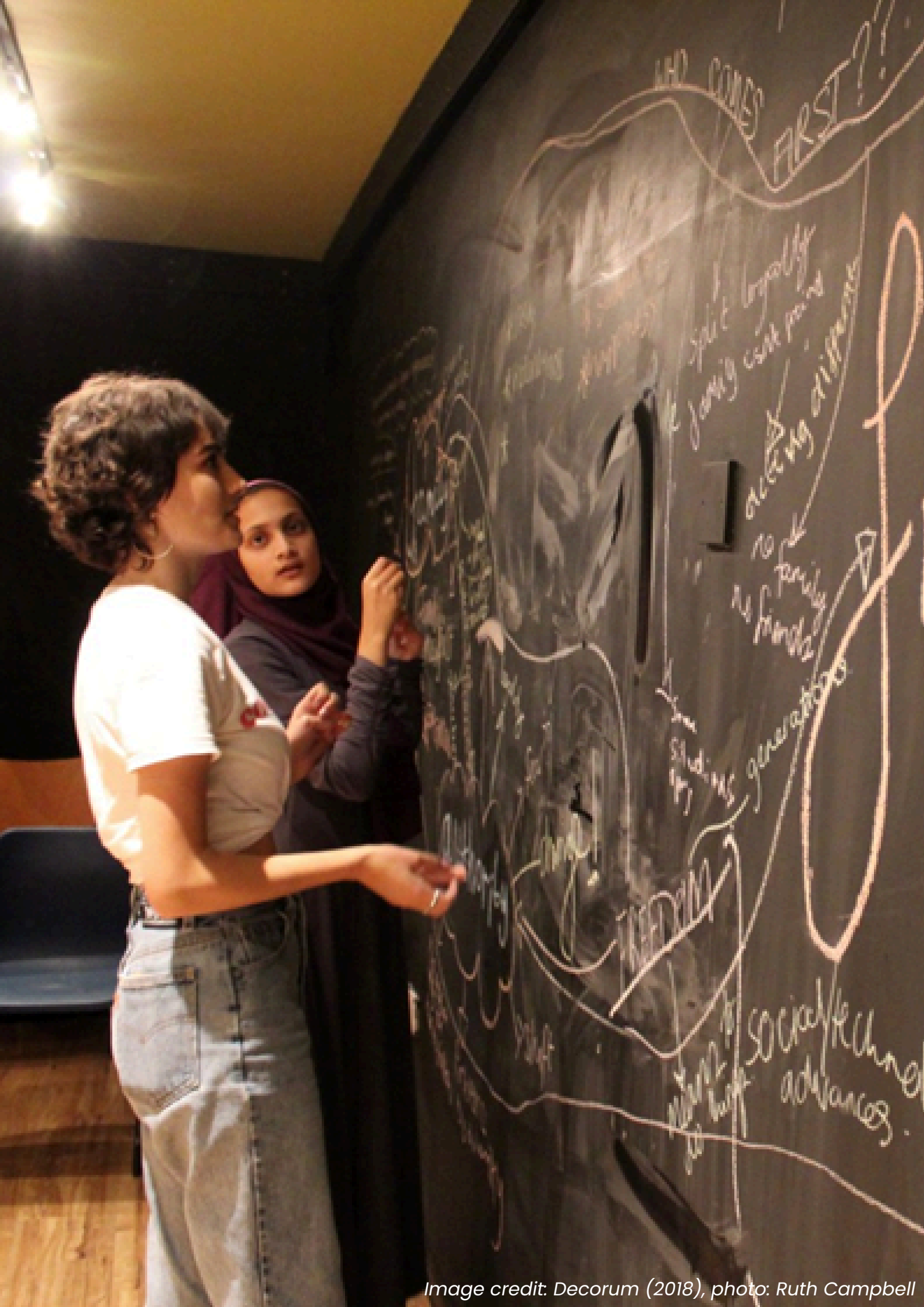
Probation: 3 months

Notice period: 1 month

Location: Onsite, Edge Hill Station, Liverpool

Travel: Due to the nature of the role you may be required to travel.

Start date: January 2026



Equality, Diversity & Inclusion

Metal is committed to equal opportunities. We value different perspectives and experiences and welcome diversity in all its forms. We particularly encourage applications from global majority, LGBTQIA+, disabled and/or working class people who are underrepresented at Metal – though each of these groups are represented in Metal's leadership – and in our sector.



Image credit: Laura Kate Chapman's visual minutes of Future Station (2022)

Access

If you have any specific requirements or need additional support during the recruitment process, including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact abigail@metalculture.com.

Please note, any information you provide around your access requirements for interview will not form part of the shortlisting process.

Should your application be successful, as part of our commitment to making our working environment as accessible and supportive as we can, we will invite you to create an Access Statement to use as a basis to explore reasonable adjustments and flexible arrangements, if this is relevant to you.



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Recruitment

Your experience

If you don't feel you fully meet all the criteria, but think you would bring a lot to the job, please apply. The interviews will be a chance to discuss how this role could be shaped. We know that brilliant candidates might already be doing a Producer or Project Manager role or might be looking to take on their first role of this kind.

Applications

Please send us a CV, [equal opportunities monitoring form](#) and cover letter (of no more than two sides or via video or audio file at a maximum of 8 minutes) outlining how you meet the criteria and why you want the job by **5pm Friday 28th November** to: recruitment@metalculture.com

If you would like to apply in a different format that meets your access requirements better, please contact us.

Recruitment

Interviews

Interviews will take place on **Tuesday 16th December** in Liverpool and candidates will be given questions/tasks in advance. Travel expenses will be covered. There may be a second interview. Panels may be slightly larger than usual to give you a chance to meet more of the Metal team and to involve more of the team in recruitment for this important role.

Feedback

We know applications take time and energy and we have tried to make the process as simple as we can. You will be notified by email if you're unsuccessful at the application stage. We are a small team and won't be able to provide feedback on your application. If you attend an interview, you will receive feedback.

Metal



www.metalculture.com