

## INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Chief Producer
Contract Type:	Fixed-term 8 months (maternity cover)
Reporting to:	Director
Location:	London (Hybrid Working)

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### INSTITUTE OF CONTEMPORARY ARTS

With the arrival of our new director, Bengi Ünsal and the launch of our 75th anniversary year, the ICA is an exciting stage of its history. The ICA nurtures and supports the artists of today and tomorrow, where artists across all disciplines can be bold and inspire. While supporting new talent, the ICA will also work with established artists to experiment and exchange ideas to foster an intergenerational and collaborative space – a space they call home.

The ICA is a cross disciplinary organisation where exhibitions, performance, cinema, film, music and learning support and thrive on engagement with each other.

### THE ROLE

We are seeking an experienced manager to lead on the management of the artistic programming team, including development, planning and delivery of the ICA programme and with someone with extensive experience of exhibition making.

The Chief Producer will report directly to the Director and is a unique opportunity to produce a cross-arts programme of major new work at one of the world's leading arts institutions.

The successful candidate will oversee the delivery of the ICA's multi-disciplinary programme, leading and managing the ICA's Curatorial team in a managerial capacity. This programme includes all artistic work conceived by the Curatorial team: exhibitions, performance, music, film, moving image, talks, events and learning. The Chief Producer will ensure that the programme is delivered in line with both the Director's artistic vision and the organisation's values while ensuring high-quality delivery within the ICA's capacities, timelines and budgets.

### KEY TASKS AND RESPONSIBILITIES

#### **Curatorial Team Line Management**

- Lead the Curatorial team, overseeing their productions to produce an ambitious, integrated and progressive programme, ensuring all projects are delivered on time within resource levels and budget, in particular in relation to exhibitions.

- Lead on the ICA's annual programme planning process, ensuring that all programmes are in line with clearly defined planning cycles for both physical and digital programming, as well as off-site and touring programmes.
- Plan and forecast curatorial programming to ensure that key programmes are committed to an agreed and fixed timeline, in advance.
- Maintain responsibility for the ICA's programme calendar, ensuring an evenly spaced programme across the year, taking into account internal activity, city-wide and international cultural clashes.
- Manage the ICA Curatorial budget across all programme strands, reporting monthly to the Finance Director.
- Write, manage and negotiate on all co-producing and artist contracts
- Determine the Curatorial team's workload priorities, communicating them regularly and effectively to other key team members and the SMT.
- Manage the planning and evaluation of all significant projects ensuring that key lessons are learnt and communicated across the ICA.
- Lead on the guestlists for all large-scale projects and ensure that invitations are sent out in good time to relevant stakeholders.
- Work with the SMT to fulfil the ICA's responsibilities as an Arts Council England National Portfolio Organisation, compiling reports and programme information.
- Provide line-management HR support to all Curators, managing their holidays, absences, performance reviews, and individual KPIs.

### **Key Project Leadership**

- Oversee the delivery of all ICA programmes including major projects and exhibitions, approving the scope and contracts with artists and other high-profile collaborators.
- Oversee the Curatorial, Operations and Technical teams to deliver three exhibitions a year to the highest standards.
- Lead on the management of the Touring programme for ICA exhibitions and projects with a network of UK and international venues, maximising exposure, audiences, profile and revenue.
- In conjunction with the Curator, secure potential touring partners and co-production funds for exhibitions and large-scale projects.

### **Internal Communications**

- Seek and gain sign-off for all proposed ICA programming from artistic, resource and budget perspectives.
- Ensure clear and timely communication of ideas and narratives behind programmes to key internal leads.
- Support the promotion of the ICA programme, ensuring each Curator delivers timely and required communications, marketing and PR information for all platforms.
- Brief the Technical, Production, Operations and Visitor Services teams on the programme schedule and its key requirements, advising on staffing needs (both internal and freelance).
- Manage the internal KPI and programme evaluation process to ensure continuous learning and improvement.
- Present the Curatorial team's priorities, successes and learnings at the weekly all-staff meetings, together with individual Curators.
- Provide regular updates at the quarterly Programming Committee meetings and Board of Trustee meetings.

## Funding and Audience Development

- Work closely with the SMT and the Development teams to seek additional sources of funding to initiate key programmes.
- Strategise with the SMT and the Curatorial, Development, Communications teams to generate ideas for the ICA's audience development and membership strategies.
- Support making presentations to sponsors, partners, grant-giving bodies, donors, specialist groups, staff and others about the ICA's future programme.
- Host key stakeholders at ICA events, including donor and partner events.
- Attend on-site and off-site events with key ICA stakeholders, including donors.

## PERSON SPECIFICATION

**You will have most or all of these skills, qualities and experiences, and will be able to demonstrate and discuss them in your application and/or at interview:**

- A demonstrable track record of producing high-quality programmes in the cultural sector, especially in relation to exhibition making
- Experience of translating artistic plans into reality while simultaneously managing multiple budgets and timelines.
- Proven team leadership and management skills within an organisational context.
- Proven experience of working within complex venues and/or cultural production sites.
- An ability to inspire and motivate academic and creative team members.
- Proven experience of managing annual budgets in excess of £1 million.
- Excellent networking skills, with both advocacy and awareness of fundraising requirements.
- Experience of artist management and contractual negotiations.
- Experience of working with curators, artists, academics and creative directors.
- High levels of articulacy, communication skills and political and cultural sensitivity.
- Proven creative-thinking and problem-solving abilities.
- A strong commitment to equality, social justice and racial justice in both the cultural sector and the wider world.
- The ability to engage strategically while paying keen attention to detail.
- A passion for the ICA, its history and its importance within today's cultural landscape, both nationally and internationally.

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.*

*Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.*

*The Institute of Contemporary Arts is committed to upholding the Equality Act 2010 and encouraging equality and diversity within our workforce and all opportunities provided by the ICA.*

*We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities.*

*We actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. Whilst some of our offices have barriers to access, we are taking steps to resolve these,*

*and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.*

I have read and understood and accept the responsibilities listed in this Job Description and that the ICA reserves the right to vary these duties as described at any point in time, to keep in pace with the changing needs of the organization.

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Employee

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Date