

## Young Producers – Creative Facilitator (artist)

The Creative Facilitator (artist) will co-lead the development and delivery of the Young Producers 2025 programme with the Project Lead, create the project's final art and science installation, and support the programme activity during the Great Exhibition Road Festival, from Friday 6 to Sunday 8 June 2025.

**Brief owner:** Sevinc Kisacik, Public Engagement Programmes Manager (Inclusion) [s.kisacik@imperial.ac.uk](mailto:s.kisacik@imperial.ac.uk) and Cristina Torrente, Public Engagement Programmes Coordinator (Young People) [c.torrente@imperial.ac.uk](mailto:c.torrente@imperial.ac.uk).

**Proposed period of contract:** Monday 4 November 2024 – Friday 4 July 2025.

### Background to the project:

This project sits within two strands of Public Engagement at Imperial College London: the Young Producers programme and the Great Exhibition Road Festival.

**The Great Exhibition Road Festival** is a free annual celebration of science and the arts in South Kensington. The Festival is a collaboration between cultural and research institutions based in and around Exhibition Road.

Visitors can enjoy hands-on creative workshops, talks, performances and installations from iconic museums and research and culture organisations (including Imperial College London, the Royal Albert Hall, Science Museum, V&A, Natural History Museum and many more). Attracting circa 50,000 visitors for its run in 2024, the Great Exhibition Road Festival provides an amazing platform for collaborations between scientists, artists, and other creative partners, engaging new communities and audiences.

**The Young Producers programme** runs from January to June and invites a group of 8-12 local young people aged 18-25 to work with researchers and an artist (the Creative Facilitator (artist)) to co-produce an art and science interactive installation that features in the Great Exhibition Road Festival. It aims to:

- Unite a cohort of local young people from 18-25 years old to collaborate with Imperial researchers to create content and activity for Lates and the Festival.
- Give young people the opportunity to develop and gain skills in content production and increase their science and cultural capital.
- Give researchers the opportunity to understand how their research is or can be made relevant to local young people.
- Empower young people to advocate and create new approaches to make Imperial's public engagement programmes more engaging and inclusive for young people and their communities, specifically attracting this audience to the Great Exhibition Road Festival.

The Young Producers programme sits in the young people's programme. By young people we mean those aged 13-25 that have a connection with our local area (Hammersmith & Fulham, Kensington & Chelsea and Westminster) and who reflect our local community. We hope to develop meaningful, empowering partnerships and programmes which will build and grow young people's relationship with science/STEM (science capital) and allow us to learn from their experiences and perspectives.

## Overview of the Young Producers programme:

The group of Young Producers are recruited between September and December. From January to June (during the 6-month programme) they develop and gain skills in art and science, content production and increase their science and cultural capital, working alongside researchers and supported by the Creative Facilitator (artist) and the Project Lead. This project allows Imperial's public engagement programmes to continue the work of producing engaging and inclusive programmes and activities for young people.

The Young Producers meet weekly on Wednesdays (6-8pm) in person at Imperial College South Kensington. They also have the option to attend some external trips to visit other institutions, galleries or related activities or experiences over some Saturdays (max. 4 over the 6 months). All Young Producers are paid the London Living Wage for every hour they spend on the project (this includes sessions, external visits, events, and individual tasks).

During the sessions, they take part in facilitated discussions, skills-based workshops, practical guidance and time with the researchers, Public Engagement Team colleagues, Festival partners and beyond. The sessions focus on the collaborative production of a final art and science installation based on the researchers' field of study, whilst drawing on the artist's expertise, always being responsive to the interests and needs of the group.

These sessions will be developed and run by the Project Lead and the Creative Facilitator (artist). Some sessions will be led entirely by the Creative Facilitator (artist).

The final interactive installation concept will be co-produced by the Creative Facilitator (artist), the young people and researchers. However, the creation, physicality and live delivery of the final art and science installation is the sole responsibility of the Creative Facilitator (artist). The final art and science installation should include elements/pieces created by the young people (for example, the 2024 installation included monologues and quotes created by the young people).

## Key deliverables in the project:

- **20 sessions** with the young people focusing on a specific field of research and involving Imperial researchers where relevant. The format of these sessions will be developed by the Project Lead and Creative Facilitator (artist).
- **4 off-site visits** to exhibitions and experiences that relate to the art, area of research and/or are relevant to the programme (for example, visiting an exhibition with interactive installations to understand how people engage with it).
- **A short exhibit/activity** created by the Project Lead and Creative Facilitator (artist) for Imperial Lates event on 6 March 2025, to be delivered by the Young Producers.
- **The final art and science installation for the Great Exhibition Road Festival** (7-8 June 2025). As mentioned before, the final interactive installation concept will be co-produced by the Creative Facilitator (artist), the young people and researchers. However, the creation, physicality and live delivery of the final art and science installation is the sole responsibility of the Creative Facilitator (artist).

## Creative Facilitator (artist) role and responsibilities:

The Creative Facilitator (artist) will ensure the programme is facilitated appropriately and with sensitivity, enabling young people to understand the role that both science and art can play in our everyday life, upskilling them in event production experience and supporting them in co-producing

the final installation for the Great Exhibition Road Festival (created by the Creative Facilitator (artist)).

The Creative Facilitator (artist) role will support the Project Lead in the following tasks:

- **Development of the Young Producer sessions and external trips**, ensuring the delivery of programme aims, skill-set training and Festival production schedule. It is expected that the Creative Facilitator (artist) will develop sessions both individually and in collaboration with the Project Lead.
- **Creative agency and ideation** to ensure that the sessions have the best creative approach and can advise on appropriate delivery mechanisms.
- **Delivery of sessions**, including facilitating workshops, activities, and conversations. It is expected that the Creative Facilitator (artist) will deliver approximately a third of the sessions without the Project Lead, but with the support of another person.
- **Facilitation of the sessions** including conflict resolution and ensuring everyone's voices are heard with careful consideration and sensitivity and creating a safe space for sharing.
- **Create a positive experience for the participants**, helping to ensure that they stay committed, involved, and enjoy the programme, following up with the Project Lead when needed.
- **Acting on sessions feedback**, being reactive to the group's needs, adjusting and tweaking accordingly.
- **Design, create and build** (or commissioning someone to build) the interactive installation for the Festival, leading on equipment and production, ensuring deadlines are met for production, equipment, risk assessments, etc.
- **Communication and collaboration** with the Project Lead, responding to emails in a timely manner, and participating in development and management of the sessions for the programme. Share information, experience, materials and skills to learn from each other and develop effective working practices, work collaboratively to identify solutions, eliminate duplication of effort, mitigate risk and reduce cost.
- **Admin and logistic tasks**, supporting with the project management throughout.
- **Accountability**, honest approach to their work and adhering to guidelines and parameters required, in a timely manner with a key eye for detail.
- **Positive outlook**, behaving in an inclusive, positive and proactive manner.
- **Statutory requirements and best practice**, complying with applicable laws and standards including Health and Safety, safeguarding, Data Protection and Freedom of Information legislation.

These tasks are not exhaustive and can be altered by the programmes team depending on programme needs. This will always be communicated to the Creative Facilitator (artist) in a timely manner.

### **Key skills and experience:**

- Demonstrable experience of planning and facilitating co-creation projects.
- Practical experience of working with young people, including those from under-represented or marginalised backgrounds, and experience of pastoral care.
- Experience of facilitating sessions with young people with a sensitive approach ensuring that everyone's viewpoints are heard.

- Ability to work to a brief producing creative outputs with a focus on installations. We are open to other creative outputs, but we feel an installation lends itself well as an approach for active interaction with the public at the Festival.
- Experience exploring and researching science/complex topics (that they are not necessarily already be familiar with).
- Ability to interact confidently and build relationships with a wide range of stakeholders, including researchers and other artists.
- Good written and verbal communication skills.
- Demonstrable experience of time and project management.
- Friendly and approachable demeanour and able to engage with others positively.
- Demonstrable experience creating creative outputs to a high standard, and collaborative creations inspired by others' thoughts, feelings and viewpoints in an authentic way.

### Contract type and employment period:

Freelance, part-time contract, total of 50 days (1 day is equivalent to 7h)

### Key dates:

The Creative Facilitator (artist) needs to be available for the following key dates:

- Programme sessions, Wednesday 18.00-20.00 (plus 1-1.5h set-up/pack-down).
- External trips to other exhibitions and experiences will take place over 4 Saturdays (dates to be determined and agreed with the Young Producers).
- Imperial Lates, Thursday 6 March 2025 (6-9pm, plus 1-1.5h set-up/pack-down).
- The Great Exhibition Road Festival:
  - Friday 6 June: Set up day (times tbc).
  - Saturday 7 and Sunday 8 June: Delivery (full days).
- Celebration session (date to be determined and agreed with the Young Producers).

### Day rate / total value of contract:

£275 per day

£13,750 total fee

Installation budget: From £3,000 to £5,000

### Break-down of days and timings:

Phase 1	Session development	November/December 2024 (depending on availability)	8 days
Phase 2	Delivery: <ul style="list-style-type: none"> <li>• Sessions and trips.</li> <li>• Reactive development</li> <li>• Imperial Lates event (6 March).</li> <li>• Great Exhibition Road Festival (6,7 and 8 June).</li> </ul>	From w/c 13 January to w/c 2 June 2025 (see session breakdown attached)	30 days (approx. 1.5 days per week, over 20 weeks).
Phase 3	Installation creation	April-May-June 2025	10 days
Phase 4	Wrap up: <ul style="list-style-type: none"> <li>• Planning.</li> <li>• Session</li> <li>• Celebration event (evening).</li> </ul>	From w/c 16 June to w/c 30 June 2025	2 days

This break-down of timings is not exhaustive and the Creative Facilitator (artist) needs to be able to manage their time and utilise it for different tasks as they and the Project Lead see fit.

There is some flexibility outside of the Wednesday sessions around when the Creative Facilitator (artist) chooses to work, as long as they communicate with the Project Lead and they are contactable throughout the period.

It is essential that the Creative Facilitator is available for the Festival weekend, Friday 6 to Sunday 8 June 2025.

**Location:**

Mixture of working from home and onsite at Imperial's South Kensington campus. Wednesday sessions are in person in the South Kensington campus.

**Application:**

If you are interested in this position, please submit:

- CV.
- Covering letter.
- At least two examples of your art practice.
- Two references.

The covering letter should be no longer than 750 words. In your covering letter ensure that you address the 'Key skills and experience section', using specific examples from your experience and career.

For example: 'I have facilitated co-production workshops, for example when I led a youth collective in my role as [your role] at [Organisation], where I worked with young people to create an event about music in their communities.'

Send your application to [youngpeople@imperial.ac.uk](mailto:youngpeople@imperial.ac.uk)

**Accessibility:**

We welcome applications in other formats. If you wish to record audio or film your covering letter, feel free to apply in this way. Audio recordings or films would preferably be no longer than 5 minutes for the covering letter.

**Closing date and informal chat:**

Monday 30<sup>th</sup> September 2024 by 9am.

Successful applicants will receive a notification no later than Monday 7<sup>th</sup> October 2024.

Informal discussions will take place with successful applicants on Thursday 10<sup>th</sup> October 2024.