



Senior Producer

Salary: £37,000 – 42,000 pro rata according to experience

Job type: Part-time (0.8 days per week)

Term: Fixed until April 2028

Location: Tottenham, London

Deadline: 9am, Monday 16 November 2026

We are looking for a dynamic and experienced Senior Producer to help us deliver our artistic ambitions in Haringey in 2027/8. The Senior Producer is responsible for developing and delivering a series of ambitious artistic events, projects and exhibitions by significant artists and collectives rooted in community and across a broad range of locations as part of London Borough of Culture 2027.

Purpose of the role

This is a key role supporting the vision and ethos of Haringey's year of culture and its legacy and ensuring the values of equity, inclusion, intergeneration and solidarity are central throughout.

This role is a senior delivery position in Haringey Culture Collective's programme team and intersects with artist and venue liaison, community engagement, stakeholder relationships, finance, production, legacy planning, volunteering, evaluation, and reporting, ensuring that artistic activity is inclusive and meaningful, rooted in the needs and aspirations of local communities. The Senior Producer will be proactive, solution-driven and highly organised with excellent project management skills particularly in scheduling and budget management. You will be confident in managing creative teams from artists to production managers and trainees; able to



negotiate and communicate with a range of high-level stakeholders including funders and project partners; and have extensive experience of producing complex projects with a strong commitment to inclusivity. Working closely with the Creative Director and Head of Programme, the Senior Producer will ensure that the artistic programme is delivered with ambition and care and to the highest standards.

Key responsibilities

Lead on the development, producing and delivery of elements of our programme, working closely with the programme team and all Haringey Culture Collective teams including Communications and Legacy.

Creative Programme and Engagement

- Maintain creative ambition and vision
- Lead on the delivery of milestone LBOC projects, offering creative and logistical insight to artists and partners
- Support artists with curatorial ideas that align with the project vision, liaising with the Creative Director on final decisions and directions
- Ensure considerations around access are embedded within each project from the start
- Establish and nurture new and existing relationships with artists, creatives and local communities – working with sensitivity and care
- Consider Haringey-wide programming and opportunities, identifying and unearthing lesser-known sites, spaces and venues to deliver the LBOC programme
- Lead on artist liaison, project contracting and commissioning documentation
- Ensure all artists, freelancers and collaborators understand and promote the ethos and vision of LBOC and are properly inducted and managed by the delivery teams
- Actively identify opportunities for engagement, volunteering, training and development within projects



Production

- Oversee and ensure all permissions, licensing, risk assessments, insurance, checks, policies and processes are in place for projects, working closely with the Production Team, any experts, the CEO and any Haringey Council departments
- Act as relationship lead with the Production Team on the planning and delivery of each project

Finance and Timelines

- Manage and maintain project budgets, ensuring projects are delivered in budget, income is maximised, and expenditure is tightly controlled, working closely with the Head of Programme, Creative Director and CEO
- Prepare monthly and accurate project forecasting budgets with an eye for financial detail to ensure project budgets are run in line with its approved budget
- Ensure cashflows and project budgets you are leading on are up-to-date at all times.
- Support the CEO with achieving fundraising targets and applications where needed
- Manage and keep oversight on a complex delivery year of scheduling, across multiple projects with multiple deadlines, identifying key priorities and anticipating schedule congestion
- Actively manage the timeline to be live and developing, using Asana as our project management and scheduling tool, integrated with Google Workspace

Team Management

- Ensure project delivery teams are fit for purpose and effective: recruiting, briefing and managing them in line with the LBOC standards
- Lead project team meetings where required

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- Line management of Freelance Producers, Trainees, Placements and Volunteers as required
- Actively attend LBOC gatherings such as the Culture Collective and Coffee Mornings
- Play an active part in development, promotion, and implementation of company policies (including sustainability, safeguarding, health & safety, equality)
- Inspire the company's staff and promote best practice and equality of opportunity
- Champion mentoring and training, as part of the wider team

Marketing and Communications

- Work collaboratively with the Head of Communications and Engagement and external PR agency to develop marketing and press plans across the programme
- Contribute and engage with the marketing and communications plans for each project
- Work collaboratively with the Head of Communications and Engagement, Content and Events Producer and Marketing Coordinator to ensure all marketing materials reflect the agreed arrangements with partners, creative teams and casts
- Work with the Head of Communications and Engagement to negotiate appropriate crediting for all projects with external partners and stakeholders

Partners and Stakeholders

- Establish, nurture new and existing relationships with partners, stakeholders, artists and community groups, locally and nationally, in collaboration with the Head of Partnerships and Legacy
- Lead on and secure partnership agreements and contracts, ensuring that legacy is embedded, working in collaboration with the Head of Partnerships and Legacy



- Attend relevant partner and stakeholder meetings, as lead representative
- Liaison with Haringey Council relevant departments and attendance at meetings where required, to assess best internal approaches and processes and collaboration where relevant

Evaluation and Legacy

- Ensure evaluation and data collection is embedded in each project from the start, working with in-house team and partners to ensure best practice
- Ensure sustainability criteria are met where possible, across all areas of project planning and delivery
- In collaboration with CEO ensure legacy is closely considered in each project
- Input to any funding reports as necessary
- Identify opportunities to extend the reach and impact of the LBOC programme including national and international touring and collaborations

General

- Full participation in company activity, meetings, and processes. Attendance at regular LBOC and industry events
- Advocate for and champion the work of LBOC within Haringey, London and nationally – within the arts sector and beyond
- To be an enthusiastic advocate of LBOC and have a thorough understanding of the company's mission, vision and aims.
- Undertake any additional tasks as required by the Creative Director and CEO

Person specification

You will be passionate about the arts and creative practice with proven ability to deliver quality, high-profile cultural programmes and events. You



will have excellent producing and project management skills, with experience of working on an intensive and complex project delivery process. You will thrive on collaboration and working within a small and committed team with a passion for inclusion.

Skills and Attributes

- Working knowledge of and enthusiasm for London's cultural sector
- Commitment to representation and inclusion
- Proven ability to work with people from a wide variety of backgrounds creating accessible work environments and projects
- Willingness to adapt communication to suit a range of needs and approaches
- Excellent organisational and administrative skills
- Ability to manage complex and intense workload effectively, over the delivery year
- Clear communication skills that ensure good understanding of process and progress
- Resilient, with the ability to look ahead and pre-empt issues before they arise and the ability to assess complicated situations quickly and troubleshoot
- Ability to stay calm under pressure
- Self-motivated and able to use initiative
- Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable
- Willingness to share ideas, resources and information with others
- Excellent and confident communication skills with great attention to detail

Knowledge and Experience

Essential

- Minimum five years of senior producing experience
- Experience of overseeing from start to finish at least two large-scale productions with multiple partners



- Experience of managing multi-year project budgets of £200,000+
- Experience of working with design/technical/production teams on technical projects
- Experience of delivering projects/events of quality with high production values
- Experience of effective line management and pastoral care, and managing project teams
- Experience of working closely with artists – from concept development to delivery – including emerging and established
- Experience of working closely with communities – individuals and groups – in a supportive and creatively ambitious way
- Proven track record of establishing and negotiating partnership relationships and an ability to manage those relationships through complex projects
- Experience of creating and negotiating artist contracts and commissions
- Experience of producing two or more of the following types of work: outdoor productions, participation projects, national tours, large-scale productions or exhibitions, international collaborations
- Proven ability to deal with multiple work-streams with a range of deadlines
- Experience in arts fundraising and supporting bid writing
- A dedication and belief in putting representation, inclusion and access at the heart of what you do
- IT literate, with a fluent working knowledge of Google Workspace

Desirable

- Understanding of safeguarding, accessibility and inclusive practice
- Experience of delivery within a festival or major cultural programme context
- Experience supporting socially engaged/participatory/community-led projects



- Knowledge of disability arts culture and/or experience of delivering accessible projects
- Willingness to have a DBS check
- Knowledge of or connection to Haringey and its communities.
- Experience of effective relationship management with local authorities
- Good working knowledge of Asana or similar project management tool, CRMs or databases

Our commitment to inclusion

We are committed to building a team that reflects the communities we work with and serve. We particularly welcome applications from people who live in Haringey and from people with lived experience of one or more of our priority communities, including those who identify as Latine; Black British, African or Caribbean; of Turkish and/or Kurdish heritage; LGBTQI+; working class and/or disabled.

How to apply

To apply, please send:

- A cover letter of no more than one page explaining your suitability for the role and how your experience matches the job description and person specification.
- Your curriculum vitae (maximum 2 pages)

Please email applications with PDF attachments with 'Senior Producer' in the subject line to hello@haringeycollective.com

Should you wish to apply in an alternative format please contact us on hello@haringeycollective.com



Applicants should also provide details for two references, we will seek your permission before making direct contact with any referees. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Shortlisted applicants will be invited to an in-person interview

Application deadline: **9am, Monday 16 November 2026**