



## Collections in Verse: Exeter

### Local Producer Brief

Poet in the City is seeking an experienced arts and events Producer to work with them on the delivery of Collections in Verse: Exeter.

#### About Collections in Verse

**Poet in the City** and the **British Library** are collaborating to establish a new approach to touring exhibitions. Poet in the City will commission new poetry and create events across England to tell the story of British Library exhibitions.

Bringing together poets, exhibition curators and local communities, we will tell stories with a local twist inspired by the British Library's exhibition programme. Libraries in Leeds, Newcastle, Sheffield and Exeter will become homes for ambitious live poetry events. We want audiences to join us for late events, library takeovers, poetry busking, poetic residencies, panel discussions and more as we animate stories of early-Medieval Britain, women's rights, Caribbean history and much more.

#### Collections in Verse: Exeter

Poet in the City will work in partnership with **Libraries Unlimited**, Exeter to commission local poets to create new work inspired by the British Library exhibition **Unfinished Business** alongside stories from people across the city. The poets will be paired with a branch library where they will collaborate with communities through pop-up interventions, poetic journalism and listening workshops. We will then work with the poets and communities to produce a festival taking place at Exeter Central Library and online, inspired by their work and ideas.

In Exeter, we will take the British Library's **Unfinished Business** exhibition as our starting point. **Unfinished Business** is a new landmark exhibition at the British Library that shows how the work of contemporary feminist activists in the UK has its roots in the long and complex history of women's rights. Recognising that inequality is experienced differently depending on race, gender identity, class and sexuality, this exhibition celebrates those who have struggled to overcome the barriers to living a fully-realised life <https://www.bl.uk/events/unfinished-business#>

Throughout the project, we will uncover untold stories about local activists, as well as shine a light on the incredible work that is taking place around women's rights across the city through the commissioned poetry and the ambitious events hosted at the library.

#### The Role

Working closely with the Senior Creative Producer at Poet in the City, the **Producer** will support project delivery working on-the-ground across the city, collaborating with poets, library staff and communities across Exeter to plan and deliver:

- creative community engagement experiences
- launch events and round table discussions
- ambitious finale events

We are looking for someone who is passionate about community collaboration, working to develop artistic ideas from concept to reality and transforming spaces through arts and cultural experiences. This is a freelance role for a self-motivated, highly organised producer with developed relationships with community groups and cultural organisations across Exeter.

This role will work alongside the Senior Creative Producer (SCP) with project delivery of Collections in Verse: Exeter to deliver across the following areas of responsibility:

- Collaborate with poets and library teams to develop unique interactive community engagement experiences
- Support the creative development of launch events, artist call outs and finale events
- Identify and map local networks and community groups, feminist and gender equality organisations and charities across the city
- Liaise and support community group leaders participating in activities
- Develop new relationships with cultural organisations across Exeter
- Coordinate resources, space, equipment etc for sessions and events
- Collaborate with a Press and Comms freelancer to raise the profile of Collections in Verse: Exeter, as well as support the delivery of relevant marketing campaigns
- Support development of copy and collateral for public facing events and activities
- Be the lead contact and be present for all community engagement sessions
- Lead on evaluation and monitoring of all sessions
- Schedule and coordinate meetings with library teams and poets
- Take and circulate project meeting minutes and actions
- Drive the project delivery schedule to ensure we are meeting the overall project timeline
- Provide regular project updates and progress reports to the SCP

This is a flexible freelance role and the work can be carried out remotely, other than when attendance at sessions or meetings is required. The work will usually take place within usual office hours, however some evening or weekend work may be required.

#### Person Specification

- An interest and passion for the arts
- Experience of engaging and working with communities, community groups and networks
- Experience of collaborating with artists
- Proven skills in event and project management
- Experience of events and show production, ideally in venues or spaces without pre-existing production/technical infrastructure
- Good written, verbal and interpersonal communication skills
- Strong organisational skills and time management
- Flexible approach and ability to adapt to changing priorities
- Good knowledge of logistics and production
- Ability to work flexible hours including occasional evenings and weekends

The Local Producer should be based in Exeter.

The total fee for this role is £6000. This is based on working approximately 5 days per month for a total of 8 months from April - December (with limited activity expected in August) at £150 per day. Travel expenses to visit the exhibition at the British Library in London, will also be covered.

-----

We are particularly keen to hear from candidates who have previously been underrepresented in the art industry at large due to the experience of barriers linked to ethnicity, class, disability, gender and sexuality.

**Expression of interest**

If you are interested in this role, please send a CV to Ruby Baker, Senior Creative Producer at Poet in the City: [ruby@poetinthecity.co.uk](mailto:ruby@poetinthecity.co.uk)