

Empathy Museum

Job title Company Producer

Employer Empathy Museum

Responsible to Director

Responsible for Project freelancers

Employment basis Self-employed, 2 days per week @ £200/day

Location of post Parkhall Business Centre, West Norwood, London SE21 8EN

Holiday 12 days per year (28 days pro rata)

Probation 3 months

Contract type 12 months fixed term

ABOUT EMPATHY MUSEUM

Empathy Museum is a series of participatory art projects dedicated to helping us look at the world through other people's eyes. For us, empathy is about exploring our shared humanity by taking an imaginative leap to see the world from someone else's perspective.

With a focus on storytelling and dialogue, our travelling museum explores how empathy can not only transform our personal relationships, but also help tackle global challenges such as prejudice, conflict and inequality.

Our flagship project, A Mile in My Shoes, is a shoe shop where visitors are invited to walk a mile in someone else's shoes – literally. Housed in a giant shoebox, this roaming exhibit holds a diverse collection of shoes and audio stories that explore our shared humanity.

From a Syrian refugee to a sex worker, a war veteran to a neurosurgeon, visitors are invited to walk a mile in the shoes of a stranger while listening to their story. The stories cover different aspects of life, from loss and grief to hope and love and take the visitor on an empathetic as well as a physical journey.

THE FUTURE

Over the next year, Empathy Museum will continue to tour A Mile in My Shoes to locations in the UK and further afield. We'll continue to release our weekly podcast and develop new projects. We'll also be exploring some longer-term pop-up options for Empathy Museum, piloting how a more continuous physical presence can help us engage with more and different people.

Empathy Museum

JOB DESCRIPTION

The Company Producer is a post designed to evolve and strengthen Empathy Museum's capacity and infrastructure at a critical point in its journey. The role will work closely with and support the Director to oversee and realise Empathy Museum's programme. The Company Producer will be responsible for the day-to-day operations of the company, with a particular focus on financial, governance and administrative functions. Additionally, the Company Producer will take on project management responsibilities for some UK presentations of A Mile in My Shoes.

MAIN DUTIES & RESPONSIBILITIES

Artistic programme

- Work with the Director to develop and deliver projects in line with Empathy Museum's mission.
- Work with the Director and freelance Project Managers to produce production plans and schedules.
- Lead on and/ or support the management and delivery of projects, in conjunction with the Director and freelance Project Managers.
- Work with the Director to negotiate and develop contracts with freelancers, partner venues and co-producers.

Financial Management

- Responsibility for the day-to-day management of Empathy Museum's financial systems, including invoicing, liaising with our accountant and record-keeping.
- Work closely with the Director in developing annual budgets.
- Create cash flow forecasts, monitor income and expenditure, and produce management accounts.
- Work with Empathy Museum's accountant to prepare annual accounts and reports.
- Provide regular, comprehensive and accurate financial reports for the board and funders/ stakeholders where required.
- Lead on the development of Empathy Museum's financial infrastructure, including the transition to PAYE for staff.

Empathy Museum

Fundraising

- Work with the Director to develop and implement Empathy Museum's income generation strategy.
- Prepare funding applications for a variety of funders and partners.
- Be responsible for reporting and monitoring to funders and partners.

Administration, HR & Governance

- Manage the Empathy Museum office, ensuring the space is fully equipped and fit-for-purpose.
- Develop and maintain Empathy Museum's archives.
- Support the Director in reporting to the Empathy Museum board, ensuring that Board Members are fully informed of company developments and current financial position in a timely manner and able to discharge their responsibilities and to comply with all relevant legislation.
- Take the role of Company Secretary with responsibility for updates and reporting to companies' house and the charities commission.
- Lead on developing company policies and procedures, in consultation with the Director and Empathy Museum board.
- Ensure that Empathy Museum's public and employers liability insurance is up to date and fit for purpose, and be a point of contact with insurers.

Other

- As a core member of the Empathy Museum team, to represent the company from time to time at meetings and events.



PERSON SPECIFICATION

Essential skills, experience & attributes

- Passion for and commitment to the contemporary arts.
- At least two years experience in a similar role elsewhere, with knowledge and experience of the day-to-day running of an arts company.
- Experience of managing budgets and cash flows.
- Proven track record raising money through Arts Council England, local authority and trusts and foundations.
- Experience in negotiating and developing contracts.
- Experience working with a board and developing policies.
- Experience working with a broad range of partners.
- Excellent administration and IT skills.
- Ability to work under pressure and manage multiple projects and deadlines.
- Ability to work collaboratively and effectively within a small team.
- Proven commitment to diversity in all its forms.
- Rigorous, hard-working and committed to every task in hand.

Desirable skills, experience & attributes

- Knowledge and experience of corporate, individual giving and alternative financing.
- Experience of charity governance.
- Experience working in an arts or festival context.
- Experience of managing a physical venue (temporary or permanent).

Empathy Museum

TO APPLY

Please apply with either:

- A covering letter that explains why you're interested and what you think you'd bring to the role, and a CV showing your experience.

– or –

- A video or an audio message telling us why you're interested, what you'd bring to the role and a description of your relevant experience to date.

Please send all applications to **hello@empathymuseum.com** and put 'Company Producer Application' in the subject line.

We will ask candidates we're interviewing for the contact details of two referees. We'll only contact these people with your explicit permission.

Deadline for applications 5pm on 29 August 2019

Candidates invited to interview 9 September 2019

Interviews 16 September 2019, in West Norwood, London

We want our workforce to better reflect the diversity of the UK. This means we especially welcome applications from people of colour, disabled people, people who identify as working class and people who are LGBTQ+.



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