



**SENIOR YOUTH  
PRODUCER**

# ABOUT ROSETTA ARTS

Rosetta Arts is an Arts Council England National Portfolio Organisation and is proud to be a dynamic organisation, delivering exciting, innovative and creative courses, workshops and experiences for underrepresented and marginalised people in Newham and wider East London. We reach out to those who otherwise have little access to the rich and transformative benefits of the arts and education; working across gender, disability, age and class; we respond to poverty and inequality by acting as a catalyst for creative talent.

At our home base in West Ham, Newham, we have several art spaces and studios including a ceramics studio with kilns, photography studio, darkroom and a gallery. Our work centres around visual arts and crafts across a wider range of artforms including ceramics, photography, drawing, painting, mosaics, printing, and greening.

Our key delivery pillars centre around;

- Creative wellbeing.
- Inclusive opportunities for children and young people.
- Artist and creative sector development.

This is an exciting time to join Rosetta Arts on our new journey - over the past year, we've gone through a period of reflection and organisational development and we feel we now have the building blocks in place to reboot our exciting programmes. We have a skilled, dedicated and friendly new staff team; eight committed new Trustees and a new interim Chair - all of this is bringing new focus, passion and energy.



# SENIOR YOUTH PRODUCER

<b>POST TITLE:</b>	Senior Youth Producer
<b>SALARY:</b>	0.8 FTE of £36,000 PAYE or 0.8 FTE of £42,480 freelance OR 0.6 FTE of £36,000 PAYE or 0.6 FTE of £42,480 freelance
<b>DURATION OF ROLE AND HOURS:</b>	We can be flexible and can offer either a 3 day/week equivalent or a 4 day/week equivalent.
<b>LENGTH OF CONTRACT:</b>	Fixed until November 2027 with opportunity to extend
<b>START DATE:</b>	May 2026
<b>LINE MANAGED BY:</b>	Deputy CEO
<b>MANAGES/SUPERVISES</b>	Artist educators, assistant artists, SEND specialist
<b>PROBATION PERIOD:</b>	2 months
<b>OFFICE BASE:</b>	Rosetta Arts, 1 Hamilton Road, London, E15 3AE Projects might incur travel to other sites and venues throughout the East London region
<b>APPLICATION DEADLINE &amp; INTERVIEW DATES</b>	<b>Monday 13th April 2026 at 5pm</b> <b>Interviews w/c 20<sup>th</sup> April 2026</b>





## ABOUT THE ROLE

Rosetta Arts was recently the successful recipient of a 2-year grant for an innovative arts-based learning project in schools. The project also has a national dimension through a collaboration with the Contemporary Visual Arts Network (CVAN). There is also a strong emphasis on classrooms with a high percentage of pupils with SEND.

As Senior Youth Producer, you will be responsible for beginning-to-end planning, delivery and evaluation of Rosetta's Thrive programme as well as overseeing smaller-scale youth projects at Rosetta.

THRIVE will deliver arts-based learning in the curriculum for year 5, focusing on science and history; deliver teacher CPD, bring inspiring creative career sessions with guest artists and through visits to cultural organisations; and, in partnership with CVAN, create a new national Creative Career Awards system for which Thrive will be a pilot.

Including planning and evaluation phases, the contracted period will be from May 2026 until November 2027.

You will have specific sector knowledge, experience and skills, particularly around SEND and working with primary schools. You will also have the skills to set up complex project plans, manage multiple stakeholders and deliver co-curation sessions with all key stakeholders.

As Senior Youth Producer, you will be expected to work proactively and be required to build excellent communications with multiple stakeholders, from artist educators to partners and funders.

You will be responsible for ensuring that the project is running as promised and that evaluation and monitoring requirements are met.

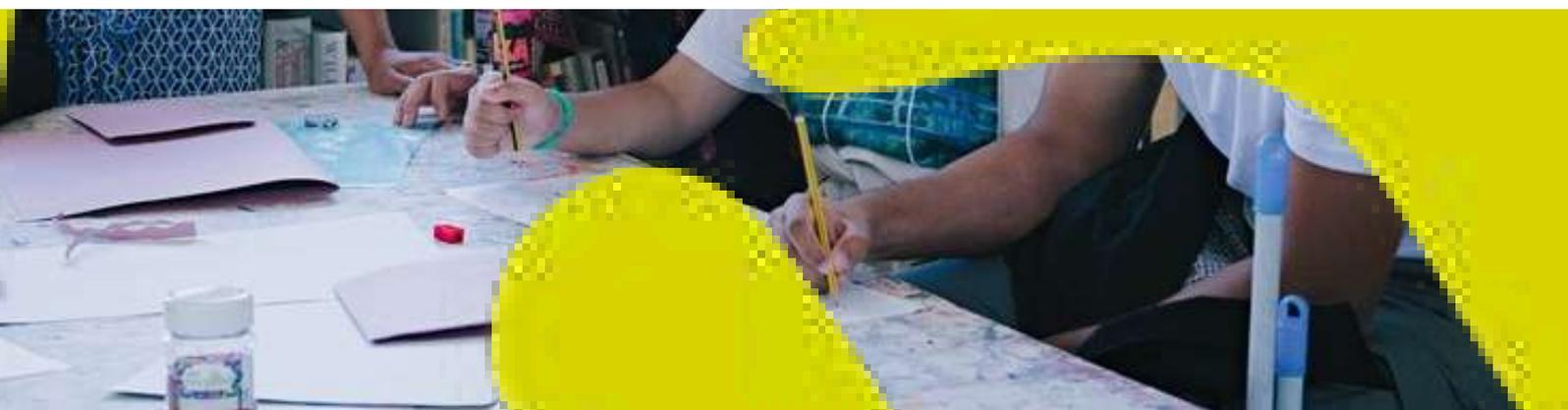
You will be up to date with current practices, research and opportunities and you will be fully comfortable and trained in safeguarding and ideally, Mental Health First Aid with children, including those that are neurodiverse, have EAL and SEND. You will also be experienced in leading inclusive co-creation sessions with partners.

The contract is for a total of 18 months (assuming a May 2026 start), with working days/hours to be flexibly allocated as the programme demands. (In key periods of the programme, such as the initial planning and recruitment phase and the end project, this may mean an equivalent of 5 days per week. In quiet periods, it may be the equivalent of 2 or 3 days per week.)

# MAIN DUTIES AND RESPONSIBILITIES

This list of tasks is not exhaustive and is subject to regular review.

- Take responsibility for all aspects of project management, planning, content, partner liaison, contracting, budget, delivery, monitoring, feedback and evaluation. As well as writing risk assessments, contracting collaborators, developing SLAs with partners.
- Develop and deliver a project plan, including the setting of agreed milestones within the timeframe to ensure delivery of the overall project on time and on budget
- Devise and implement inclusive recruitment of artist educators and assistants
- Liaise with the Rosetta management team, artists and funders to keep all parties updated and informed
- Ensure high quality delivery of arts-based learning sessions in the curriculum; organise teacher CPD; set up parent engagement sessions; co-create a microcredentials award system; organise visiting artist career sessions and school visits to cultural organisations or events.
- Build positive relationships with new and existing Rosetta partners
- Be responsible for all contracting, risk assessments, safeguarding, invoicing, managing your project budget and other related admin tasks
- Work closely with the Deputy CEO and Digital & Operations Officer to distribute communications and marketing materials
- Work with research partners and write an evaluation report
- Make presentations/briefings to partners/networks and the Rosetta Arts Board as required
- Collect/disseminate any relevant data for funders and partners
- Actively comply with, promote and implement all working policies and procedures
- Ensure compliance with safeguarding and health & safety legislation and requirements
- Undertake any other duties seen to be commensurate with the post



# PERSONAL SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

## ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

Please use this as a guide for formatting your application.

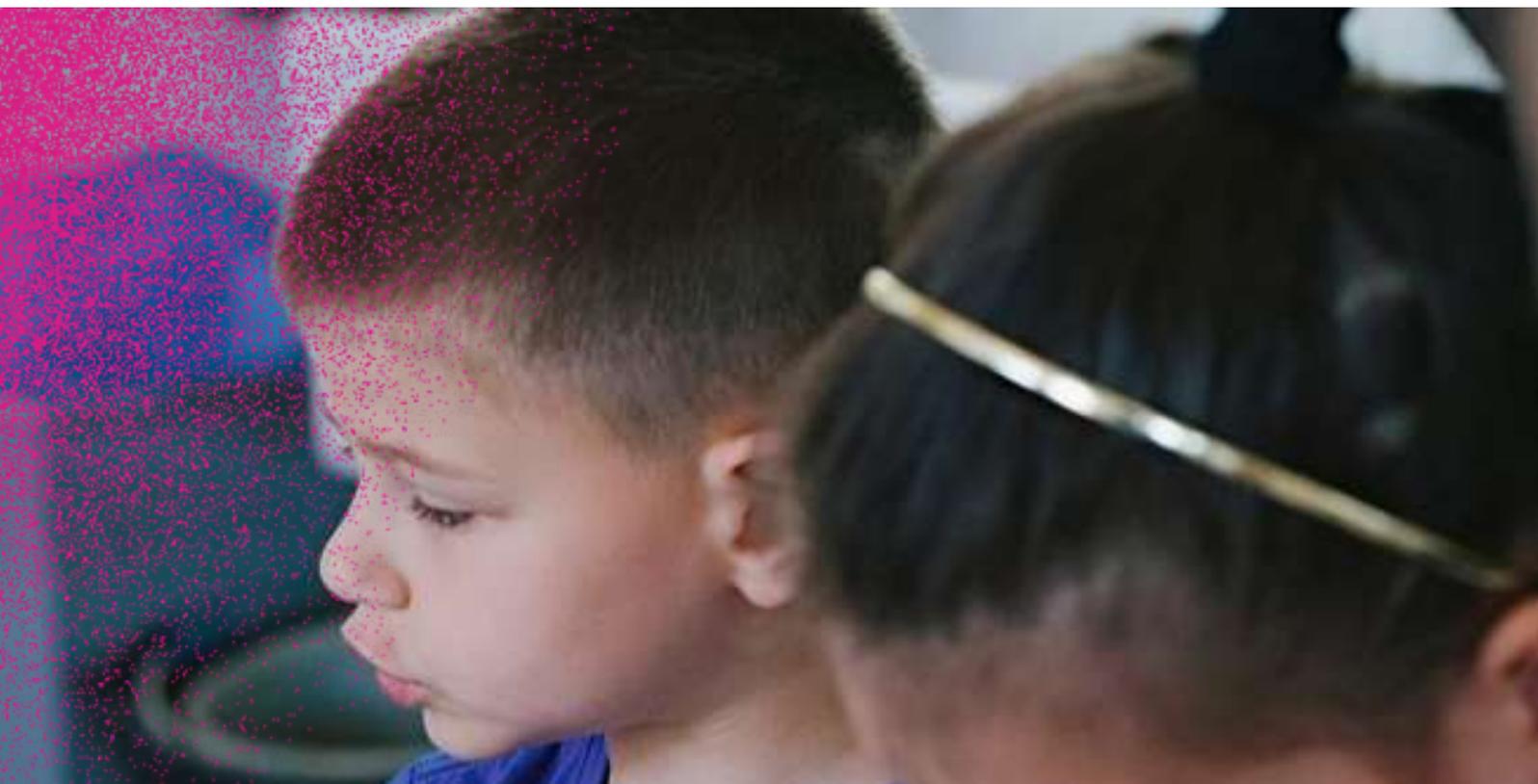
- Excellent track record of working with primary schools. Experience delivering arts within the curriculum projects and experience of working with neurodiverse and SEND pupils.
- Project management: Strong track record and experience of initiating, delivering and evaluating successful and inventive arts projects within deadlines and on budget.
- Ability to work on own initiative within agreed boundaries, and to work with, and/or manage others successfully.
- Safeguarding training, knowledge and experience
- Experience of recruiting and managing artists and volunteers.
- Financial management: excellent experience of setting up and effectively managing project budgets.
- Strong knowledge of and networks in the arts and a proven track record.
- Up-to-date knowledge of key challenges and opportunities within the arts and education sectors
- Excellent knowledge and experience of co-creation processes
- Strong track record of working with schools, teachers, pupils and parents and of devising CPD sessions for teachers
- Strong knowledge/experience of creative projects around the curriculum
- Ability to build positive and effective relationships with a diverse range of communities, artists and stakeholders. Including teachers, parents, artists and schoolchildren.
- Ability to work cooperatively and productively with other members of staff in a small organisation.
- Advanced skills in both written and oral communication, presentation, negotiation, collaboration and community engagement with a diverse range of stakeholders.
- Strong computer literacy and a flair for written English.
- Strong knowledge of relevant legislation and safeguarding, as well as health and safety. Experience of writing risk assessments.
- A commitment to Rosetta Art Centre's Equal Opportunities policy, practical awareness of how to implement it, and understanding of the needs of a multicultural, inner city community

## **DESIRABLE EXPERIENCE, SKILLS AND KNOWLEDGE**

- A self-starter, able to take initiative, develop ideas and make decisions.
- Fundraising: proven track record of writing successful funding applications and securing funding from a range of sources.
- Understanding of marketing, branding, visual identity and digital innovation, and experience of delivering digital opportunities.
- A passion for Rosetta Arts and the work we produce, including the aim to reach out to underrepresented communities and ensure everyone has a chance to be creative, and improve wellbeing through the arts.
- A creative thinker with the ability to take a 360 view and make an active contribution to the organisation.
- A strong understanding of digital innovation and experience of delivering on digital opportunities.
- A trauma-informed approach
- Mental Health First-Aider

## **ADDITIONAL REQUIREMENTS**

- Duties may vary from time to time without changing the nature of the post or the level of responsibility. The post holder may also be required to carry out any other duties appropriate to the grading of the post.
- Ability to suggest and make improvements to the service and wider strategic development of Rosetta.
- To undertake any training programmes which are relevant to the role.
- Willingness to undertake weekend and evening work if required, and support Rosetta's wider programming when relevant.



# APPLICATIONS

To apply for this job, please send in:

- a CV
- cover letter outlining your interest and how your experience matches the person spec (no longer than 2 x A4 sides)

OR

- Send a video explaining your experience & suitability (no longer than 5 minutes) via wetransfer to [vacancies@rosettaarts.org](mailto:vacancies@rosettaarts.org) by 5pm on 13th April 2026

Successful candidates will be subject to Enhanced DBS and Right to Work checks

Email your application to [vacancies@rosettaarts.org](mailto:vacancies@rosettaarts.org) by the deadline of **MONDAY 13<sup>th</sup> April 2026 at 5pm**. Please put **"APPLICATION SENIOR YOUTH PRODUCER"** in the subject line of your email.

## EQUAL OPPORTUNITIES

Rosetta Arts is committed to being an equal opportunities employer and recognises the importance and advantages of diverse workplaces and communities. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.

If you feel that this applies to you, please indicate in your application email.

The closing date for applications is **Monday 13<sup>th</sup> April 2026**.

Interviews will be held between **W/C 20th April 2026** at a location in Newham.

If you would like an informal conversation about the role, please contact Jan, CEO, [jan@rosettaarts.org](mailto:jan@rosettaarts.org)