**Key Information**

**Overview of Escape2Make**

Escape2Make work with young people (11-18) and businesses (including artists, artisans and creatives) in Lancaster and Morecambe to create inclusive, safe, welcoming, and free, workshops that build communication, life and social skills, promote entrepreneurship, and provide insight into future careers. We also achieve lasting benefit through opportunities for young people to apply this learning and work together to create events (e.g. festivals) that celebrate their talents, build connections with the wider community, and further develop their skills. Find out more about Escape2Make at <https://escape2make.org/>

**Role: Producer**

Reports to: CEO

Responsible for:

* Fundraising for bi-annual projects or equivalent. This involves writing grant applications, using E2M’s Impact Reports and gathering evaluative data to write compelling bids that will fundraise for the event. This involves managing funders’ involvements and requirements when delivering the project and reporting to funders post-project.
* Producing bi-annual projects or equivalent. Twice per year (February half-term and the Summer holidays) E2M puts on events that are preceded by creative workshops for 11-18s. These require planning, assessing and quality assuring. The event itself also requires production in accordance with the project budget
* Maintaining positive relationships with artists. Building up and maintaining E2M’s network of local artists, providing suitable work opportunities via projects and being the point of contact for artists working with E2M
* Facilitation of 2-hour Saturday activity in the E2M Centre. Deliver “Escape Sessions” weekly on a Saturday afternoon for 11-18s. Shape the content of sessions around attendees’ interests and ensure they are safe, fun, welcoming and creative spaces
* Support the CEO and Centre Manager with responsibilities within the Centre and production schedule

Salary: £15,600 Annual Salary

Contract: Part-Time Employee (PAYE), 2.5 Days per Week (0.5 FTE)

Start date: Monday 6th October (or sooner depending on notice period)

Probationary Period: 6 months

Working Hours: Monday mornings & Saturday afternoons are essential. The rest of the weekly hours can be arranged with line manager, flexibly. Typical hours 9am-5pm

Location: E2M Centre, 56 Church Street, Lancaster, LA1 1LH - with some remote working when required

**Role Requirements**

We would expect candidates to evidence the following skills, knowledge and experience: **Essential Skills and Experience:**

* An individual with excellent communication skills
* Experience producing and/or project managing events
* Knowledge of production documents and procedures (risk assessments, budgets, production plans, etc)
* IT proficient (use of MS Office -Word, Excel, Teams, in particular)
* Excellent time management skills and the ability to prioritize work
* Attention to detail and problem-solving skills
* Excellent interpersonal skills, with the ability to relate well to service users, parents, professionals, and staff
* Excellent written and verbal communication skills – the ability to work well as a part of an agile team
* Good organization skills with a high level of accuracy
* Ability to use initiative and be self-motivating
* Commitment to personal professional development
* Strict adherence to security requirements re: Child Protection, Data Protection Regulations, Health & Safety, and other relevant legislation, policies, and procedures

**Desirable skills and experience**

* An individual from a production, youth work or creative background would be beneficial, but not essential and all applicants will be considered.
* Experience managing budgets for projects of up to £80,000
* A knowledge of the local arts sector and an interest in the arts
* Experience writing grant funding applications

**How to apply**

Please email a CV and covering letter, outlining how you meet the role requirements outlined above to info@escape2make.org Please include details of two referees.

Deadline: Sunday 31st August 2025, 11:59pm

If you are shortlisted for the role, you will be invited to an interview on Monday 8th September. These will be conducted in person, in Lancaster, or online if required, and will likely last 45 minutes – 1 hour.

If you would like an informal conversation about the role or the application process please contact Kyle McKenzie on k.mckenzie@escape2make.org .

E2M is committed to promoting the wellbeing and safety of all children, young people and vulnerable adults who are under the organisation’s care. It is the duty of all adults working with E2M to safeguard the welfare of children and vulnerable adults by creating an environment that protects them from harm, ensuring policy and best practice guidelines are followed, including compliance with statutory requirements eg safeguarding, H+S, GDPR.

The successful candidate will be subject to an enhanced DBS check and satisfactory references. Escape2Make is committed to promoting equal opportunities in employment. We recognise that many groups are underrepresented in the cultural and charity sectors and particularly welcome applications from people from ethnic minority backgrounds, who have a disability, or who are part of the LGBTQ+ community. If you have any accessibility needs regarding this application process, such as requiring an audio description of the role, or needing to submit your application in an audio/video format, please get in touch to discuss this.