



Fierce Key to the City Producer Job Pack

Fierce are excited to be recruiting a project team for **Key to the City**, a large-scale participatory public realm project for the city of Birmingham. The **Assistant Producer** will be part of a small team, supported by the core Fierce team to deliver this project to the highest possible standards.

About the Project

Key to the City is conceived and led by artist [Paul Ramirez Jonas](#) and produced by Fierce as part of the [Birmingham 2022 Culture Programme](#). The project has previously taken place in New York City produced by Creative Time to critical and audience acclaim. This will be the European Premiere of the project.

Paul Ramírez Jonas's *Key to the City* will bestow the Freedom to Birmingham—an honour usually reserved for dignitaries and heroes—to esteemed and everyday citizens alike. For this participatory public art project, Ramírez Jonas reinvents the civic ornamental honour as a master key able to unlock more than 20 sites across Birmingham and Solihull and invites the people of the city to exchange keys in small bestowal ceremonies. Upon receiving a key, individuals are then encouraged to explore locations ranging from community gardens to cemeteries, and police stations to museums.

Key to the City is a heritage project that seeks to ignite the public's imagination with a complex portrait of Birmingham that includes both the traditional tourist attractions and new places city dwellers might otherwise never visit. The project expands Ramírez Jonas's longstanding interest in the key not so much as an object, but a vehicle for exploring social contracts as they pertain to trust, access and belonging.

Fierce is pleased to be working with the [Birmingham 2022 Culture Programme](#) as part of a six-month arts festival for the city and wider West Midlands. **Key to the City** is generously supported by Arts Council England, National Lottery Heritage Fund and with thanks to National Lottery players.

Working Culture

We want all Fierce employees to feel comfortable and able to be themselves at work. Our working culture is built on Fierce's core values of Trust, Joy, Disruption and Rigour. As the Fierce team grows it is important to us that we maintain a caring working environment. Our working culture is fluid and all team members have agency to influence it. Read more about our working culture [here](#).

We are committed to being an inclusive workplace where all employees feel able to be their whole selves, free of (micro)aggression. Particularly, in this moment, we highlight our commitment to anti-racism and trans rights. We are available to talk to anyone who wants more information about this, particularly if it may make them feel



more comfortable in applying to work at Fierce. You can read more about our work in this area and how we are holding ourselves accountable [here](#).

From our programme to our working culture, we aim to be as accessible and inclusive as possible. We are committed to making application processes as accessible as possible and are happy to provide information in alternative formats and answer any other questions you may have regarding this opportunity. We actively encourage and welcome access documents.

To arrange a phone call or video call to discuss Fierce's work around anti-racism, trans rights, or to confidentially discuss access requirements, or request information in alternative formats, please contact our Administrative Assistant Tinisha Williams at tinisha@wearefierce.org

With this round of recruitment, we will implement the Rooney Rule meaning that we will offer interviews to all candidates who meet the basic eligibility criteria who are Black, from the African Diaspora, from the South, East and South East Asian Diaspora, who are ethnically diverse and who experience racism. Therefore, our interview panels will be representative of a spectrum of protected characteristics.

Terms and Conditions

Fee for the work: £12,000

This is a freelance role for 75 days delivery at £160/day.

Period of work: October 2021 – August 2022.

The role is expected to be 1 day/week until the end of 2021, increasing the number of days/week as the project moves to delivery and closer to full time during the delivery of the project (28th May – 31st July 2022)

Responsible to: Key to the City Producer

Location: the role will be based at the Fierce office in Birmingham, there is some flexibility to work from home but attendance at the office as well as meetings and site visits across the city will be required.

About the Role

Artistic Planning and Research:

- Work closely with the Producer and artist Paul Ramirez-Jonas to understand the concept of the artwork and ensure it is delivered within his vision.

Project Management:

- With the Producer, source the 24 locations across the city to be partners on the project which are appropriate and relevant to the vision for the work.
- Support the producer to negotiate the needs for each site, including research, scheduling and minuting meetings, and arranging and attending site visits.
- Support the producer with programming needs, including research, scheduling and drafting contracts.



- Support the Volunteer Coordinator to plan the volunteer schedule.

Finance:

- Support the Producer with any financial admin as requested

Marketing:

- Support the Producer with the development of the project booklet, website and app.
- Support the Producer with marketing activity, including content creation for social media.

General:

- Be a part of the evaluation process for the project.
- Be active during the delivery period of the project, on-hand to troubleshoot as required.
- Undertake any other tasks as may reasonably be required in relation to the project.

About You

Essential	Desirable
Experience of project coordination (this does not have to be in an arts context)	Experience of working with artists
Experience of independent research	Experience of being part of a team delivering large-scale public realm work
Strong administrative skills with experience of scheduling and minuting meetings	Good relationships with a range of communities in Birmingham
Ability to communicate effectively and appropriately, building good working relationships with a range of different personalities	Experience in content creation for social media
Good IT skills including use of basic MS packages	First aid at work qualification
Ability to problem solve and stay solution-focussed	Full driving licence
Excellent organisation skills with the ability to prioritise and manage workload.	
Care deeply about audiences and making live art accessible to as many people as possible	
An understanding of (and ideally lived experience of) the progressive politics that informs much of Fierce's work	
Be open-minded, respectful and inclusive of ideas	
A commitment to inclusivity, anti-racism and trans rights, and care-centred approaches.	



How to Apply

Please submit the following to tinisha@wearefierce.org by 9am on Monday 27th September 2021:

- An up-to-date CV
- A covering letter of no longer than 2 sides of A4 or video/voice note of no longer than 5 minutes, which includes your name, address and contact details, that responds to the 'About the Role' and 'About You' criteria.
- A completed Equal Opportunities Monitoring Form

You must submit all three documents to be eligible for the role.

If you need some tips on writing a good covering letter, you can read our advice [here](#).

We will not penalise applications that are a few minutes late but please be respectful of other candidates by not submitting applications hours or even days late.

Interviews: First round interviews will be held on Monday 4th October. We will let you know by the end of Wednesday 29th September whether or not you have been invited to interview. We will let you know when we invite you to interview who will be on the panel and we will send out copies of the interview questions in advance.