

**AUT  GRAPH**

**Project Producer:  
Acts of Solidarity  
Job Pack**

# Hello!

Thank you for your interest in joining the team at Autograph. In this job pack, you'll find information about: who we are; what Autograph does; the Acts of Solidarity project; what we are seeking in applicants for the Project Producer role.

## Here's some helpful links

- [Autograph's website](#)
- [Webpage for the role, including links to the application forms in Word format](#)
- [Acts of Solidarity project page](#)

Autograph strives to be an inclusive place where we can all be ourselves. We particularly encourage responses to this opportunity from applicants with lived experience of displacement, reflecting the project purpose, and those who are underrepresented in museums and galleries more broadly.

Have any questions about the application process, or need this application pack in a format that's more accessible for you? We're here to help, get in touch at [info@autograph-abp.co.uk](mailto:info@autograph-abp.co.uk)

## What's in this application pack

Key dates  
About the project  
About the role  
Project timeline  
How to apply  
What we do  
Our values  
Autograph staff  
Job description and person specification  
Equal opportunities policy and data protection  
Application form  
Equal opportunities monitoring form  
Criminal record declaration policy statement

**The deadline to apply is 10am (BST) on Monday 2 June 2025**

## Supported by



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**





## At a glance

### Contract

A fixed term contract for 32 months

Ideal start date: August 2025

### Hours

2 days per week (14 hours)

### Salary

£16,000 pro rata (£40,000 FTE)

## Key dates

- The deadline to apply is 10am (BST) on Monday 2 June 2025.
- Interviews will be held at Autograph on Monday 16 June 2025.
- We will be holding an online information session for interested applicants between 5:30-6:30pm on Monday 12 May. Here Autograph staff will share information about the project and will be available to answer questions. [Find out more and book free tickets here.](#)

## About the project

This role is focused on managing and producing the Acts of Solidarity project. Acts of Solidarity is a new project bringing together artists and local grassroots communities from refugee and asylum-seeking backgrounds to explore issues of identity and belonging, to challenge exclusion and inequality in the arts.

Through a long-term process of collaboration, the artists will work with communities to develop socially-engaged projects that creatively engage with the nuanced stories and counter-narratives of people's lived experiences of identity, migration, home and belonging.

Alongside these projects, the artists will be supported with training and mentoring, as well as the space and resources to develop their own creative practice and collective peer support. Artists and partners will facilitate further exchange and development events for the public and a wider cohort of socially-engaged artists working in the sector to expand on the project's learnings around equity and justice in the arts.

Acts of Solidarity is delivered in partnership with All Change, Caribbean Social Forum, Counterpoints Arts and Mouth that Roars with support from Paul Hamlyn Foundation.

You can [find out more about the project here.](#)



## *About the role*

As Project Producer you will provide practical leadership for the delivery of Acts of Solidarity, working closely to facilitate the project partners, artists and evaluator. You will need to have knowledge of and respect for co-development practices and the skills to enable genuine collaboration between artists and participants, as well as experience of managing socially engaged arts projects with community engagement at their heart.

The role requires a skilled communicator, comfortable working with a wide range of partners, artists and interest groups, and a commitment to creating equitable experiences and conditions for artists and participants.

You will need a good knowledge of and sensitivity to the varied experiences of refugees and asylum-seekers. We welcome and are interested in hearing from people with lived experience of displacement. We use this term in a broad sense, to include people from refugee, asylum-seeking or migrant backgrounds, or those with experience of the immigration and care systems.

This post is being offered on a part-time basis assumed at a constant rate of employment at two days per week. However we are open to discussing some flexibility within this suggested pattern to accommodate other commitments. Flexibility will be required in this role as occasional evening and weekend working will be necessary. Time off in lieu is available where hours delivered exceed those which the role holder is contracted to deliver.



## Project timeline

Dates and details are subject to change.

August - September 2025	Joining Autograph's team, meeting with project partners; artist recruitment in progress
October - December 2025	Artist inductions, artist development programme delivered
January - March 2026	Artist induction with community partners and relationship building
April - December 2026	Artist-led creative sessions with community partners
January - June 2027	Development and production of artist commissions
July 2027	Public launch of commissions. Producing socially-engaged 'standards code' for public dissemination
March 2028	Socially-engaged standards code published and disseminated. Public event and project sharing

## *How to apply*

There are two forms to fill in to apply for this role:

- 1) Application form
- 2) Equal opportunities form

You can find all three forms in this application pack. If you would prefer the forms in Word format, [click here](#).

Email the completed forms to [info@autograph-abp.co.uk](mailto:info@autograph-abp.co.uk) by **10am (BST) on Monday 2 June 2025**. The subject line for this email should be Project Manager: Acts of Solidarity.

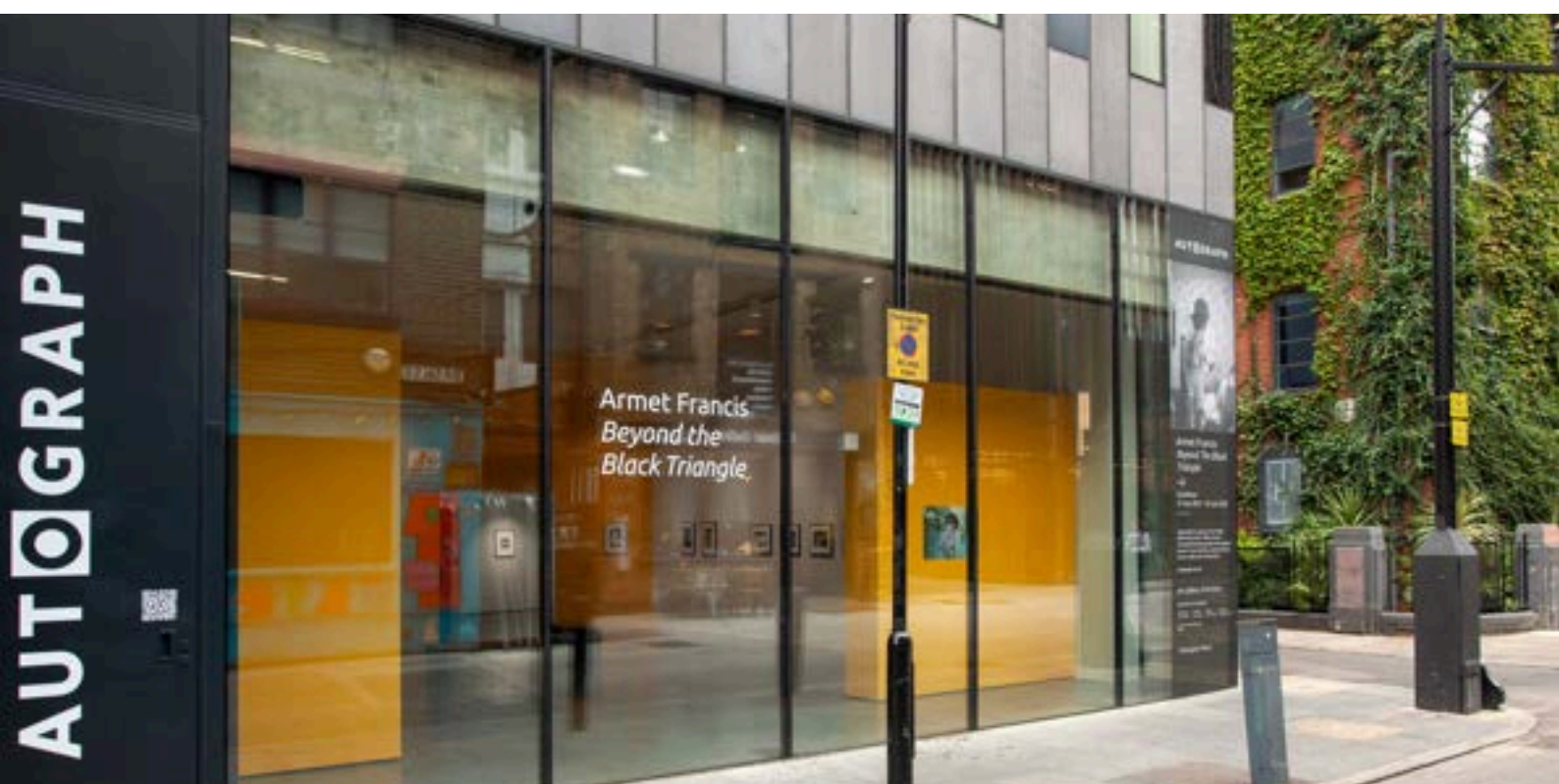
We regret that applications received after the deadline will not be considered. You must use our application form to apply for this role; please do not just send a CV as we won't be able to consider it.

### **Interviews will be held on Monday 16 June 2025**

We expect to welcome shortlisted candidates to Autograph for in-person interviews.

Candidates selected for interview will be notified ASAP. We are sorry but we cannot provide feedback to candidates who are not shortlisted for interview.

Due to the nature of this role and the responsibilities connected to it, e.g., working directly with and for young people and vulnerable adults, it has been deemed that an enhanced Disclosure and Barring Service (DBS) check is required. This process will generally be conducted prior to commencement of your role.



## ***What do we do?***

Established in 1988, Autograph's mission is to share the work of artists who use photography and film to highlight questions of race, representation, human rights and social justice. Through doing so, we invite people to explore the creative and critical power of visual representation, in shaping our understanding of ourselves and of others. We achieve this by:

- Commissioning artists and writers; making and sharing exhibitions and publications both in the UK and internationally.
- Sharing our unique photography collection which is used for research, learning, participation, and lending purposes.
- Supporting professional development of artists through providing advice, information, mentoring and selective hosting of projects.
- Producing talks, events and workshops through which people can listen, learn engage in debate and take part in creative making.

At Autograph we are very committed to welcoming, understanding and serving our audiences. Currently we are seeking to appeal particularly to young people, first time visitors, people with disabilities and visitors who haven't felt that a place like Autograph is for them.

## ***Our values***

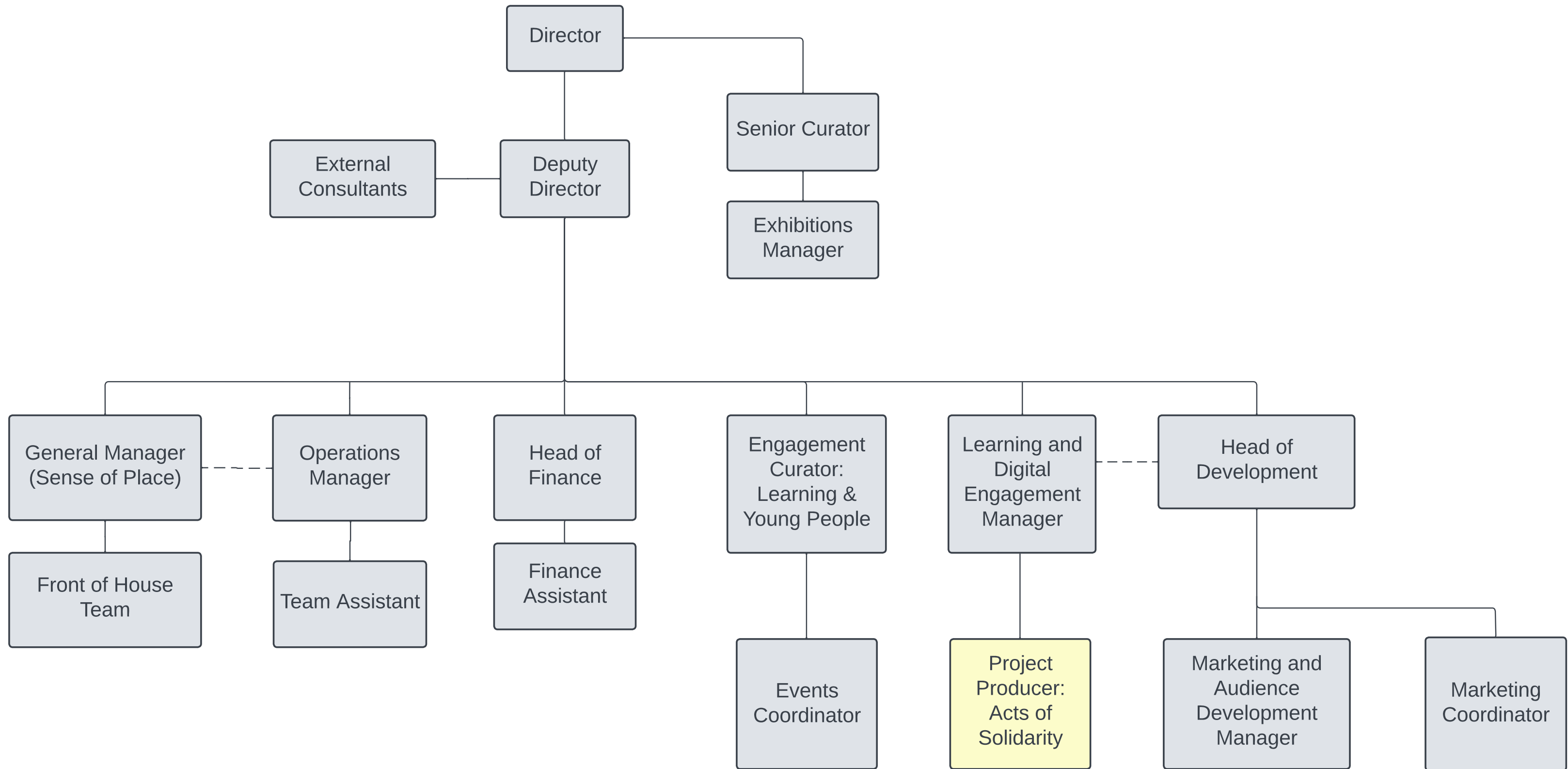
To foster informed enquiry and personal creative development, promote respect for and appreciation of difference, encourage empathy and reciprocity in our partnerships and interactions and act ethically towards people and the environment. These values inform our professional practice, activities and how we work both internally and externally.

## ***Autograph staff***

Autograph is a charity run by a small, dedicated team.



# Autograph Organogram



## *Role description*

**Job Title:** Project Producer

**Hours:** Part-time, 2 days per week, 14 hours

**Contract:** A fixed term contract for 32 months

**Salary:** £16,000 pro rata (£40,000 full time equivalent)

**Location of work:** Rivington Place, London EC2A 3BA / off-site and some remote working may be possible by negotiation

**Probation:** Three months

**Period of notice:** Two months on successful completion of the probationary period.

**Benefits:** Contributory Pension scheme; pro rata annual leave at 8 days a year plus 3.2 days of bank holiday leave; discretionary additional leave at Christmas; training and professional development; season ticket interest-free loan scheme; bicycle loan scheme

**Reports to:** Learning and Digital Engagement Manager

**Works closely with:** Engagement Curator

## *Main duties and responsibilities*

### ***Project Management***

- Deliver the Acts of Solidarity project and its associated resources and activities with our partners (on-site, off-site and online) using co-development and community centred methods of engagement.
- Act as the main contact for partners and artists in all communications with Autograph.
- Ensure activity is delivered on time and to schedule and that all reporting requirements are met.
- Deliver planning and resourcing required by artists to realise the practical delivery of creative activity with partners.
- Design, develop and manage a training programme to support the artist development needs and peer engagement based on consultation and needs analysis.
- Brief and work in collaboration with an external evaluator to capture the project's creative and critical methodologies. Contribute to reports on project outcomes, including a toolkit for the benefit of the sector.
- Represent and advocate for project related activity and promote Autograph externally with all stakeholders.

### ***Marketing and Communications***

- Work with Marketing and Audience Development colleagues to prepare copy and provide other visual and written information or resources required to support communications about all project activities including Autograph's social media strategy.
- Collaborate with colleagues, partners and artists to ensure the effective communication of the project activities and outcomes.

### ***Administration***

- Cost plans for project delivery; monitor and work within budgets and to timescales as agreed with senior staff.
- Support access, travel and accommodation needs, and ensure the receipt and payment of invoices.
- Maintain accurate records and filing systems, and ensure effective documentation of projects.
- Work with Autograph team members including the Events Coordinator to deliver occasional project related public events.
- Produce data and contribute to reports necessary for external funders, for Autograph's trustees and for internal evaluation purposes.

Undertake any other duties as required by the Director or nominated deputy.

This job description is not intended to be exhaustive. The postholder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the postholder) subject to the needs of the project, and in keeping with the general profile of the post.





# ***Person specification***

## ***Qualifications & Experience***

- Significant experience of managing, producing and delivering socially engaged co-development projects involving community groups and artists.
- Demonstrable logistical experience in producing successful projects, events and activities on time and to budget.
- Proven experience of partnership working in community settings to deliver high quality creative outcomes.
- Commitment to anti-racist practice, fostering equality, diversity and inclusion for marginalised groups and individuals with complex needs and interests.
- Experience of delivering against clearly defined objectives and outcomes, collaborating with external evaluators and reporting on project requirements internally and externally.

## ***Knowledge & Skills***

- Understanding of safeguarding principles and health & safety procedures relevant to creative community work.
- Knowledge and experience of socially-engaged arts practice, including awareness of the varied experiences of refugees, asylum seekers and displaced individuals in the UK.
- Strong administrative, coordination and financial management skills, including budget setting, monitoring and managing multiple priorities.

## ***Personal Attributes***

- Understanding of and empathy for Autograph's mission and values.
- Self-motivated and organised, able to manage a varied workload and multiple partnerships.
- Resourceful and flexible thinker who is realistic when problem solving.
- Strong written and verbal communication skills, able to contribute to project reporting, support complex relationships, build bridges and manage potential conflict with sensitivity and care.

## ***Equal opportunities policy statement***

Autograph is committed to a policy of equality of opportunity in its employment and artistic practices.

In particular, the organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, sex, sexual orientation, disability, religious beliefs or age.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected on the basis of their relevant merits and abilities.

It is the duty of all employees to accept their personal responsibility for the practical application of the policy but at the same time the organisation acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.

To ensure this Policy is consistently applied, responsibilities have been assigned to the director who will monitor the operation of the Policy for both employees and job applicants. Any employee who believes that he or she has been inequitably treated within the scope of the Policy should raise the matter through the grievance procedure. Any job applicant who believes that he or she has been inequitably treated may write to the Director who will investigate the complaint.

The organisation will not tolerate unfair discrimination against any members of its staff by any of its employees or other persons appointed to the service of the organisation.

The organisation is committed to making this Policy properly effective.

### **Interviews and accessibility**

Interviews will be held at Rivington Place, which has full level access. If you have a disability and need any adjustments to be made in order for you to participate in the selection process, please let us know as soon as you are invited to an interview so that we can accommodate your needs.

For more information about visiting Autograph and accessibility at our building, [click here](#).

### **Right to work**

All offers of placements at Autograph are made subject to receipt of satisfactory references. Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

## ***Data protection***

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely and in accordance with General Data Protection Regulations with access restricted to those involved in dealing with your application and in the recruitment process.

Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed.

If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the equal opportunities monitoring form is separated from your application form will be used to monitor the effectiveness of Autograph's equal opportunities policy and practices.

By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Images in this job pack

1) Courtesy Autograph / Mouth That Roars. 2) Canvas(s) project, 2016-2017. Courtesy Autograph, London. 3) Workshop at Autograph, London. Photograph by Lewis White. 4) *Armet Francis: Beyond the Black Triangle* exhibition at Autograph. 22 September 2023 - 20 January 2024. Curated by Mark Sealy. Photograph by Kate Elliott. 5) Courtesy Autograph / Mouth That Roars. 6) Workshop image from the Family SEND Programme, with thanks to the attendees.





# AUT GRAPH

## *Application form*

Vacancy Title:	
Please tell us how or where you heard about this vacancy:	

### 1. Personal Details

First name:	
Last name:	
Address:	
Postcode:	
Telephone number:	
Email address:	
National Insurance number:	

Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

### Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

Yes

No

If yes, please give details below:

--

## 2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

## Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application

Training Course	Course Details (including length of course/nature of training/accreditation)

## Current Membership of Any Professional Body/Organisation

Please give any relevant details including grade of membership:

--

## 3. Employment History

Please include any previous experience (paid or unpaid), starting with the most recent first.

### Current or most recent employer

Name of employer:			
Address:			
Postcode:			
Position held:			
Date started:		Date ended:	
Notice period:			

Brief description of duties:



**Previous employer:**

Name of employer:			
Address:			
Postcode:			
Position held:			
Date started:		Date ended:	
Notice period:			

Brief description of duties:

**Previous employer:**

Name of employer:			
Address:			
Postcode:			
Position held:			
Date started:		Date ended:	
Notice period:			

Brief description of duties:

Please continue on a separate sheet if necessary

## 4. Statement

Please tell us with careful reference to the Person Specification, why you are suitable for the role and what your motivation is for working for us. Illustrate your answer by referring to things you have achieved in your previous or current job roles, as a volunteer, and from your life responsibilities, which show how your experience is directly relevant to the tasks you will undertake. Please give specific examples and continue on an additional sheet/s if necessary.

**Word limit: 800 words maximum.**

## 5. References

### Reference 1

Name:	
Job title:	
Organisation:	
Address	
Contact number:	
Email:	
How is this person known to you:	

Do you wish to be consulted before this referee is approached:

- Yes  
 No

### Reference 2

Name:	
Job title:	
Organisation:	
Address	
Contact number:	
Email:	
How is this person known to you:	

Do you wish to be consulted before this referee is approached:

- Yes  
 No

We reserve the right to contact any of your other previous employers within the last three years.



## 6. Declaration

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

***I agree that Autograph can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation (GDPR).***

***I confirm that all the information given by me on this form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the company being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions and, if necessary for the role, a Disclosure & Barring Service check at the appropriate level.***

Signed:	
Date:	

When you return this form by email, you may be asked to sign your application at interview.

Please note here any other employment you would continue with, if you were successful in obtaining this role:

--

If offered employment, when could you start the role?

--

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process the information provided by you in this form. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at [autograph.org.uk/autograph-job-applicant-privacy-notice](https://autograph.org.uk/autograph-job-applicant-privacy-notice)

# AUT GRAPH

## *Equal Opportunities Monitoring Form*

To enable us to monitor the effectiveness of our policy, it would be appreciated if you could answer the following questions. The answers are separated from your application form before consideration and will be used for statistical purposes only.

### Monitoring Form

In line with the General Data Protection Regulation (GDPR) Autograph will process personal data only for the purposes of identifying or keeping under review the equality of opportunity or treatment between persons of different racial or ethnic origins, with a view to enabling such equality to be promoted or maintained. We have a legal duty to protect any personal information we collect from you and handling of this data is carried out with appropriate safeguards for the rights and freedoms of all data subjects.

The following questions ask for some personal details. These questions are optional, you can tick 'prefer not to say' if you do not wish to give this information.

To tick a box, double click it.

Post applied for:	
-------------------	--

### **Gender**

Which of the following best describes your gender?

- Man
- Woman
- Non-binary
- I use another term

Please specify:

- Prefer not to say

### **Gender identity**

Is your gender identity the same as the sex you were registered at birth?

- Yes
- No
- Prefer not to say

## Sexual Orientation

Which of the following best describes your sexual orientation?

- Bisexual
- Gay or Lesbian
- Heterosexual/straight
- I use another term

Please specify:

- Prefer not to say

## Disability

By disability we mean any physical or mental health conditions as well as neurodivergence conditions that have a substantial and long-term effect on your ability to carry out normal day-to-day activities. Do you consider yourself to have a disability?

- Yes

If yes, please specify:

- No
- Prefer not to say

Has your employer made reasonable adjustment(s) to enable you to carry out your work due to your disability?

- Yes
- No
- Not sure
- No adjustment required
- Prefer not to say

## Age

What is your age range?

- |                                  |  |
|----------------------------------|--|
| <input type="checkbox"/> 16 – 24 | <input type="checkbox"/> 55 – 65           |
| <input type="checkbox"/> 25 – 34 | <input type="checkbox"/> 65+               |
| <input type="checkbox"/> 33 – 44 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 45 – 54 |  |

## Ethnicity

How would you describe your ethnicity?

- Asian or Asian British: Bangladeshi
- Asian or Asian British: Chinese
- Asian or Asian British: Indian
- Asian or Asian British: Pakistani
- Any other Asian or Asian British background - please specify:
  
- Black or Black British: African
- Black or Black British: Caribbean
- Any other Black or Black British or Caribbean background – please specify:
  
- Mixed: White & Black African
- Mixed: White & Black Caribbean
- Mixed: White & Asian
- Any other mixed or multiple ethnic background - please specify:

## White

- English
- Welsh
- Scottish
- Northern Irish
- British
- Irish
- Gypsy or Irish Traveller
- Roma
- Any other White background - please specify:

## Other ethnic group

- Arab
- Any other ethnic group - please specify:
- Prefer not to say



## **Religion and belief**

What is your religion?

- Buddhism
- Christianity
- Hinduism
- Judaism
- Islam
- Sikhism
- Other – please specify:
- None
- Prefer not to say

## **Parental / caring responsibilities**

Do you have any children aged 0 to 17 living at home with you, or who you have regular caring responsibility for?

- Yes
- No
- Prefer not to say

Do you look after, or give any help or support to family members, friends, neighbours or others because of either: long term physical or mental ill health/disability?

- Yes
- No
- Prefer not to say