

CIRCA is a pioneering digital art platform based in Piccadilly Circus that presents new ideas every evening at 20:21, both online and on a global network of screens in London, Tokyo and Seoul.

Rooted in time and bringing people together, each month CIRCA commissions and streams a digital programme of art and culture. Since launching in October 2020, CIRCA has commissioned new work from rising and established names including Ai Weiwei, Cauleen Smith, Eddie Peake, Anne Imhof, Patti Smith, Tony Cokes, Emma Talbot, Vivienne Westwood, James Barnor, and David Hockney.

Founded by artist Josef O'Connor, CIRCA offers an innovative way for the public to engage with art and support creative communities via the #CIRCAECONOMY. Each month, prints are sold by CIRCA artists and profits are circulated back into helping build an economy that commissions new public art in our communities, nurtures more diverse cultural industries, and supports emerging creative potential.

This September, CIRCA has partnered with Dazed to transform one artist's life with a cash prize of £30,000, generated from #CIRCAECONOMY print sales and awarded by Marina Abramović to the winner of their 'Class of 2021' showcase.

CREATIVE PRODUCER

CIRCA is seeking a highly skilled and passionate Creative Producer to guide and engineer the next phase of our fast growing digital art platform. This hybrid role requires you to lead on the production of creative ideas in a fast paced environment. You will confidently manage ongoing stakeholder relationships and projects within a small, ambitious and dynamic team.

You are a strong and experienced communicator who is comfortable with engaging and working at all levels of creativity. As the main point of contact, you'll be a problem solver who connects the dots both internally and externally. An ambassador, you thrive working under pressure and take pride in being part of a team that is recognised around the world for delivering iconic and pioneering work with a purpose.

As a Creative Producer at CIRCA, you love working with people and take pride in contributing years of experience working within culture towards the practical side of a creative project. You will lead on realising ambitious projects and ideas by some of the world's most respected artists and creatives. No challenge is too big. You take responsibility to streamline all communications, develop multiple timelines and milestones, plan and manage budgets, facilitate reviews and communicate between multiple stakeholders with ease and confidence. Overall, you ensure that project delivery requirements are not only met but met with excellence.

Most importantly, you are excited by the prospect of shaping culture within a small and driven team. You are motivated by the values set out within our manifesto and feel inspired by the positive work we do with the #CIRCAECONOMY.

KEY RESPONSIBILITIES

- Work closely with Creative Director to proactively clarify requirements and deliverables;
- Manage projects through the 360 lifecycle: planning, creative, production, delivery, and wrap;
- Act as the first point of contact between internal and external stakeholders in the UK and abroad.
- Define project scope, including timeline, resources, work hours, and external costs;

- Produce video, photography, and motion content from concept to final deliverables;
- Manage production on Asana and post-production partners for assigned projects;
- Investigate and develop new content creation models;
- Facilitate team meetings (kick-offs, status, internal/client reviews, etc.), and communicate action steps to the broader team;
- Clearly communicate project status with multiple stakeholders and ensure all deliverables meet their expectations to the highest possible standards (timeline, budget & legal).

SKILLS & QUALIFICATIONS

- 3+ years of creative production experience (e.g. cultural platform, advertising agency, in-house marketing department, magazine/editorial/publishing group, or production company);
- Portfolio of work that demonstrates production and post-production experience;
- Bachelor's degree or equivalent professional experience;
- Strong knowledge of current events, pop culture, video, web and broadcasting content;
- Strong organizational and time management skills with the ability to set priorities, multi-task, and meet deadlines;
- Strong communication skills, both written and verbal
- Must be able to negotiate estimates on jobs as well as stay on budget and follow through with all legal requirements;
- Ability to think strategically and execute methodically;
- Desire to work in a fast-paced environment where continuous innovation is expected;
- Experience with project management applications and understanding of creative production tools (Asana, Google Workspace, Adobe CS).

CIRCA is proud to be an equal opportunities employer who does not discriminate against any employee or job applicant because of race, colour, religion, national origin, sex, physical or mental disability, or age.