



**NEW
WOLSEY
THEATRE**



Recruitment Pack IP-Switched Creative Producer

Deadline: 9am, Monday 6th July 2026

Interviews: Monday 20th & Tuesday 21st July 2026

Welcome

Thank you for your interest in the role of Creative Producer of **IP-Switched**.

As one of twelve new Creative People and Places (CPP) projects funded by Arts Council England, IP-Switched marks a new chapter for Ipswich and its people. Its mission is simple but powerful: to increase participation in arts and culture, especially among those least likely to take part, and to celebrate creativity as an essential part of everyday life.

Together, as a consortium of civic, social and cultural partners, we are building a project that places creativity directly in the hands of the people who live and work here through genuine co-creation.

As Creative Producer you will lead on the day-to-day delivery of the programme, establishing a cohort of hyper local community champions who will lead activity across Ipswich. This role is part-time at 30 hours per week.

Applicants should bring proven experience in arts, culture or community organisations. As well as, strong project management and people skills, with a commitment to equality, diversity and inclusion.

The deadline for applications is **9am, Monday 6th July 2026**.

Interviews will be held across **Monday 20th July & Tuesday 21st July 2026** in person at the New Wolsey Theatre.

We will reimburse reasonable travel expenses for candidates to attend interviews.

We'd love applications from people of all backgrounds, especially from Black, Asian and ethnically diverse backgrounds, those who identify as D/deaf and disabled people, neurodivergent people, members of the LGBTQIA+ community and those from lower socio-economic backgrounds. We are up for exploring support and development needs and will make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

If you have any further questions after reading this material, would like an informal and confidential discussion about the position, or if you would like this candidate pack in a different format, please contact:

Lucy Parker, Head of People lparker@wolseytheatre.co.uk 01473 295940

We look forward to hearing from you.

Douglas Rintoul
On behalf of the IP-Switched Consortium
Chief Executive / Artistic Director, New Wolsey Theatre

About IP-Switched: Creative People and Places Ipswich

What is Creative People and Places (CPP)?

CPP is an Arts Council England initiative designed to increase participation in the arts in areas where people are least involved. Each programme is unique to its place - shaped by local people and partnerships - and focused on long-term, community-led change. At its heart, CPP champions cultural democracy: supporting communities to make, share and experience creativity on their own terms, so that art becomes a part of everyday life.

About IP-Switched

IP-Switched is one of twelve new Creative People and Places programmes (2026–2029). Ipswich was eligible to apply for CPP funding in this round, and the consortium came together to develop a compelling application that identified local need, defined the target places, and established a strong project framework - which you will now take forward into delivery.

The programme receives £750,000 from Arts Council England over three years, with additional match-funding and support from Ipswich Borough Council, Suffolk County Council, and Ipswich Central (Business Improvement District). It also benefits from significant in-kind resources including office space, infrastructure, financial systems, and executive support provided by the New Wolsey Theatre.

Why is it called “IP-Switched”?

The name is both a nod to Ipswich’s postcode ‘IP’ and a statement of intent. It plays on the town’s identity while symbolising a switching of narratives - about who gets to make decisions, who gets to take part, and how culture is defined and experienced. It also acknowledges that some IP postcode areas have historically had fewer cultural opportunities. IP-Switched aims to change that.

The Creative Producer will work closely with the Programme Director to remove the barriers that prevent people from engaging in culture - whether those barriers are about visibility, confidence, affordability, or simply feeling that the arts are “for someone else.” This programme exists to make sure that everyone in Ipswich has the chance to take part, not just as audiences, but as creators, leaders and decision-makers.

For this first funding cycle, IP-Switched will begin in three areas in the west of the town, working with local residents to co-create opportunities that feel relevant, joyful and community-driven. Through long-term collaboration, the programme will spark creative activity in everyday spaces: community centres, parks, shopping parades, schools and faith settings.

The project will start with a listening phase — the “Cups of Tea” period — in which the team will meet and learn from local communities, building relationships that shape future activity through the forming, development and nurturing of community steering groups in each area. Over three years, these relationships will define programmes including events from all art forms, creative workshops, commissions, celebrations, and a large-scale festival in Ipswich town centre.

About you

You may have lived experience of, or a deep understanding of, the needs and strengths of people living in some of the most deprived wards in the UK. You believe in the power of creativity to transform both people and places.

You are passionate about producing work with people and communities, and about using creativity as a tool for participation, collaboration and positive change. You have experience of developing and delivering creative projects with artists, communities and partners, turning ideas into meaningful activity and high-quality experiences. You are curious, open and willing to test new approaches, learning from both what works and what doesn't as the programme evolves. We will support your development throughout.

You bring a strong sense of social purpose, grounded in the belief that everyone should have the opportunity to shape and take part in culture, whatever their background. You listen well, build trust and understand how to work in ways that are responsive to the needs and ambitions of different communities.

You are comfortable working across partnerships, balancing care for people and process with a clear focus on delivery and impact. You are a confident communicator who can bring others with you.

You are proactive and hands-on, equally comfortable supporting activity on the ground as you are contributing to planning and partnership discussions.

You bring creativity, diplomacy and drive to your work - someone who can connect people, shape ideas and make things happen. Above all, you share our belief that Ipswich's creativity is its superpower, and that IP-Switched is a once-in-a-generation opportunity to unlock that potential for everyone.

About the role and team

You will be part of a small dynamic team working closely with the Programme Director to realise IP-Switched's vision, harnessing creativity as a catalyst for social change - making culture more central, more accessible, and more celebrated in the everyday life of Ipswich.

The core team will include the Creative Producer and the Head of Community Partnerships, who will both be line managed by the Programme Director.

IP-Switched are not fixing the full set of roles at this stage and the wider staffing structure will be shaped through conversations with local communities and partners, so that the team we build reflects priorities on the ground, rather than assumptions made during early stages of the programme development.

In the early years of delivery, you'll work closely with the Programme Director and community steering groups to build and line-manage a delivery team. You will have key responsibilities for developing our hyper-local area producer roles who will support you in delivering activity across Ipswich.

Working closely with the Programme Director, you'll manage the local producer roles and feed in your knowledge and experience to build a transparent and fair commissioning process for artists and local organisations who want to deliver work through the programme.

You'll be based in the New Wolsey Theatre's offices. Although IP-Switched will operate as a distinct programme within the New Wolsey Theatre, a strong presence in the organisation will be essential to ensure IP-Switched is never siloed. You'll work with and be supported by colleagues in the organisation so that more people understand, support and celebrate what the project is achieving.

Consortium oversight

You'll work with an inspiring group of consortium members who bring deep experience, insight and commitment to Ipswich's communities. Together, they represent the best of the town's civic, cultural and social energy - a collective that believes creativity can connect people, build pride and open new possibilities.

The New Wolsey Theatre – lead organisation and accountable body.

Nationally recognised for its inclusive practice, the New Wolsey Theatre provides a creative and supportive base for the IP-Switched team.

Jobcentre Plus Ipswich

A pioneering partner using creativity to boost confidence, skills and employability — helping people recognise their potential and feel part of the town's creative life.

Ipswich Borough Council — Vibrant Towns and Communities Support Department

Provides resources, insight and expertise to support community-focused initiatives and safe, inclusive events across the town.

Ipswich Central (Business Improvement District)

Champions the town's cultural and economic vibrancy, connecting businesses, artists and communities to create a thriving, welcoming centre and waterfront.

Ipswich and East Suffolk Alliance (Suffolk & North East Essex Integrated Care Board)

A major regional health partnership focused on wellbeing and community resilience, ensuring creativity and culture are recognised as essential to living well.

Volunteering Matters Ipswich

A national leader in community action and youth empowerment, specialising in co-design and decision-making that puts local voices at the heart of change.

Together, these partners will be your key collaborators.

Job Description

Job Title: Creative Producer

Responsible to: Programme Director

Responsible for: Freelance Area Producers

Key NWT Relationships: Chief Executive / Artistic Director, Executive Director, Head of People.

Job Purpose: To lead on the co-creation and delivery of activity for the IP-Switched Programme - as a major Action Research initiative and one of ten Creative People and Places programmes in the East of England.

The role exists to forefront Ipswich residents voice to steer the creative direction of the IP-Switched CPP programme. The programmes mission is to empower communities across Ipswich to shape the cultural offer they want to see in their community.

You will be responsible for nurturing relationships in the community and working closely with the Programme Director and Head of Community Partnerships to ensure local residents and stakeholders are prioritised, engaged with and feel they have a voice in the development of the programme.

You will lead on the day-to-day delivery of the programme, establishing a cohort of hyper local community champions who will lead activity across Ipswich. You will grow a team of Area Producers to co-create activity, support community forums and consultations. You will coordinate creative activities which have been flagged as a priority by our steering groups and local residents. A core part of the role is ensuring that feedback and rigorous evaluation sit at the heart of the programme's practice - driving ongoing engagement and long-term positive cultural outcomes.

As Creative Producer, you will work closely with the team to grow the IP-Switched Programme and identify the practical needs of delivery, contributing to planning and implementation. You will act as the connector between strategic planning and the realities of working in a community setting.

You will be part of a small dynamic team working closely with the Programme Director to realise IP-Switched's vision, harnessing creativity as a catalyst for social change - making culture more central, more accessible, and more celebrated in the everyday life of Ipswich.

Main Responsibilities

Producing and project management

- Collaborate with the IP-Switched delivery team to research and create a programme of activity for a range of community participants in a variety of settings and scales
- Cultivate and build strong, reciprocal relationships with community partners and participants in the development, planning, delivery and evaluation of this programme.
- Produce, project manage and evaluate the programme of activity
- Where applicable research and monitor funding opportunities for existing and future projects.
- Research UK best practice in community engagement to influence the programme
- Utilise available internal and external data to identify reach and need
- Support opportunities for community participants to engage with the programme.
- Support the delivery of all IP-Switched activity, on and off site, where appropriate
- Coordinate the administration and promotion of projects and events.
- Work with the wider IP-Switched delivery team to oversee the administration of all community activity, including ensuring timely and accurate financial reporting for these projects.
- Work with the wider IP-Switched delivery team to plan annual project budgeting.
- Work with the IP-Switched delivery team to implement on-going evaluation processes ensuring the programme meets its investment criteria for funders. Actively contributing to other evaluative reporting as required.

Team & Operations

- Line manage freelance and volunteer workforce, ensuring supervision, support and training.
- Engage with role within the New Wolsey Theatre, attending staff meetings and shared community moments.
- Ensure safeguarding, equality, health and safety and HR policies are upheld.

Other

- Contribute to the long-term development, profile and sustainability of the IP-Switched Programme
- Contribute to the creation of IP-Switched marketing materials, where appropriate
- Maintain the security and confidential status of all information as designated, and to conduct all activities in a professional manner at all times
- To undertake any other reasonable responsibilities as and when required

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive

NOTE: An enhanced DBS check will be sought from the successful applicant: the candidate should be in no way unsuitable to work with children, young people and adults at risk.

Person Specification

Essential

- Proven experience in an arts or community organisation, with demonstrable strength in project delivery.
- Proven experience of your passion for working with people and influencing social action.
- Excellent communication skills, with the ability to engage confidently with a wide range of people.
- Proven experience working directly with, and providing meaningful support to, underserved or marginalised communities.
- A strong track record in co-production, developing and delivering creative or participatory programmes that respond to local needs.
- A proven understanding of evaluation methodologies and action research in a cultural context, with demonstrable experience of implementing evaluation processes.
- A demonstrable commitment to equality, diversity and inclusion across all aspects of work.
- A demonstrable commitment to environmental responsibility across all aspects of work.

Desirable

- Knowledge of Ipswich, Suffolk and the East of England's cultural landscape.
- Understanding of audience development strategies.
- Familiarity with Arts Council England's CPP.
- Knowledge of UK and international arts networks.

Terms and Conditions

Contract

Fixed-term until the end of the current funding period (March 2029), with potential extension subject to securing further investment in the next funding round. This position is subject to 6 months probationary period.

Salary

£34,135 pro rata (subject to review as part of the April 2026 financial pay review). An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday

Hours

30 hours per week (some evening and weekend work is required).

Overtime

No overtime payment is available. Any overtime is to be taken as Time Off In Lieu (TOIL) at a later date by arrangement with your line manager.

Location

Based at the New Wolsey Theatre, with regular work in defined West Ipswich communities.

Ideally you will live within 30 minutes' travel to Ipswich.

Holiday

28 days per year, increasing by one day for each years' continuous service up to a maximum of 33 days (based on working 5 days per week). You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday

Pension

NWT provides a contributory pension scheme with Now: Pensions. Employer contributions 3%, employee contributions 5%

Disclosure and Barring Service (DBS) Check

As this role involves regular engagement with community participants, including young people and vulnerable adults, appointment is subject to a satisfactory Enhanced DBS check. The New Wolsey Theatre will support the successful candidate through this process.

Training & Development

CPD opportunities through NWT and CPP networks



TELL YOUR STORY (2024)
PHOTO CREDIT: POLLY ALDERTON



THE BIG AFTERNOON (2023)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY

If you're new to Ipswich

If you're new to Ipswich, you'll be joining a town with a thriving, generous and deeply collaborative cultural community — and a local MP who is a committed champion for the arts. Ipswich is home to an impressive range of artists, companies and creative collectives working across theatre, dance, music, visual arts, heritage and festivals. Several Arts Council England National Portfolio Organisations are based here, including DanceEast, Eastern Angles, Gecko, SPILL Festival, Suffolk Community Libraries and the New Wolsey Theatre.

They sit alongside much-loved local partners such as Brighten the Corners, Colchester + Ipswich Museums, Ipswich Book Festival, Ipswich Institute, Ipswich Minster, Red Rose Chain, Suffolk Archives, Suffolk New College, University of Suffolk and Wolsey 550. Together they create a connected, ambitious and supportive cultural landscape that is open to new people, new perspectives and new ideas. As Programme Director, you'll be welcomed into this creative ecology — one that sees culture as a driver of connection, belonging and civic pride.

Ipswich is a young, dynamic and growing town of around 140,000 people, making it one of the most densely populated places in England. It faces real challenges: household incomes sit below regional and national averages, and many residents work in lower-paid jobs despite high overall employment. But these challenges also give the town a powerful sense of purpose. There is a clear civic ambition here to widen opportunity, improve life chances and build a more inclusive future — an ambition that the cultural sector is actively helping to drive.

Ipswich is Suffolk's most culturally diverse place — a town shaped by many histories, heritages and communities. Its population reflects a rich mix of cultures, with significant numbers of residents who have roots across the globe and many who have made Ipswich their home after being born elsewhere. As a historic dock town, cultural exchange has always been part of its DNA, and today the town continues to evolve as new communities settle and contribute to its character. While demographic change can sometimes bring challenges, it also generates enormous creative potential — the opportunity to share new stories, forge new relationships and imagine a more connected and vibrant town.

For someone passionate about culture's civic role, Ipswich offers a rare combination: real need, real energy and a community ready to work together to make change happen.

How to apply

To apply, please send:

- Your CV (with two referees)
- A cover statement (maximum two sides of A4 or a 2-minute video) outlining your interest in the role and how your experience and passions align with the job description and person specification.
- Complete our [Equality, Diversity and Inclusion Monitoring Form](#)

Send to: Sam Bates, Administrator admin@wolseytheatre.co.uk

Deadline: 9am, Monday 6th July 2026

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For an informal conversation about the role, please contact:

Lucy Parker, Head of People lparker@wolseytheatre.co.uk 01473 295940