

**ASSISTANT PRODUCER**

Salary Range £20,000 - £25,000 per annum (pro rata)

ArtReach is a dynamic cultural development agency that helps support and drive high quality arts initiatives. ArtReach makes great art possible and accessible, connecting art with grass roots and diverse communities to forge creative engagement.

**ArtReach delivers four key strands of work:**

1. Festival development and delivery, working as a creative producer and facilitator
2. Public art and performing arts commissioning and programming
3. Capital cultural project development
4. Consultancy to support arts and cultural organisations and development

As our portfolio of original arts festival delivery and public art commissioning is increasing we are seeking a highly organised, efficient and creative Assistant Producer to join our Leicester based team, with responsibility for aspects of key project development, organisation and delivery for our ambitious *Journeys Festival International* events and activities. This is a part-time post (3 days per week), initially fixed term until September 2018, with a 3-month probationary period.

The Job Description, Person Specification and Application Forms follow. Please submit a **single page** cover letter, indicating why you’d like to work with ArtReach, along with a **completed application form** to [nicola@artreach.biz](mailto:nicola@artreach.biz). You may also attach a curriculum vitae to support your application if you wish, however all applicants must complete the Application Form.

**Closing date is 5pm on Monday 6 March 2017.** Interviews will be held in Leicester on **Wednesday 15 March 2017**. If you have any queries once you’ve read the Application Pack, please e-mail using [nicola@artreach.biz](mailto:nicola@artreach.biz). Phone calls (0116 2616882) only if essential please.

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##### JOB DESCRIPTION

**Position: ASSISTANT PRODUCER**

**Contract type/length:** Part Time, 3 days per week

Initially fixed term until September 2018

**Salary:** In the range £20,000 - £25,000 per annum (pro rata)

**Reporting to:** ArtReach Executive Producer (JFI)

**Working with:** ArtReach Director, ArtReach Project Manager and ArtReach team, and key project partners

**Hours of working** 24 hours per week. Normal working hours will be 9am to 5:30pm, with 30 minutes for lunch. Please note that occasional evening and/or weekend working will be necessary. Longer hours will be required in key Festival periods, with time off in lieu given

**Holiday entitlement:** 12 days per annum, plus statutory Bank Holidays, as applicable

**Probationary period:** 3 months

### Summary

ArtReach is a cultural events manager, creative producer and a strategic cultural consultancy. ArtReach was established by Director, David Hill, in 1996 and has permanent offices in Maidenhead and Leicester (main office). ArtReach has a long track record of providing a unique range of specialist support to help drive successful arts and heritage projects and supporting activity.

ArtReach works with theatres, galleries, arts centres, festivals, dance companies, music organisations, carnival groups, museums, libraries, individual artists, Local Authorities and arts funding/development agencies, including Arts Council England (ACE). It has a strong portfolio of clients in the Midlands, North-West, South-East and London, but also delivers projects in the other regions of England and internationally.

**In 2017 ArtReach is:**

* Planning and developing [Journeys Festival International](http://www.journeysfestival.com/) across 3 UK cities (Leicester, Manchester and Portsmouth) and supporting the delivery of JOURNEYS projects (for which we have secured Creative Europe funding) in Hamburg, Budapest, Rome and Palermo.
* Planning and developing its [Night of Festivals](http://www.nightoffestivals.com)event, (*a celebration of the values of freedom and independence through artistic innovation*) for two day events in Hounslow and Leicester. The Leicester even will be a special ‘South Asia’ edition, celebrating Indian Independence.
* Supporting the development of Milton Keynes Islamic Arts and Culture organisation (MK IAC), including event managing its major summer festival, Art in the Park (1/2 July 2017). This is potentially a role for the new Executive Producer
* Undertaking development work on capital project initiatives in Whitstable, Dorchester and Maidenhead, and on arts development initiatives in London, Leicester and Luton.
* Leading the development and delivery of public art for a number of capital developments in Greater Manchester, with artwork being commissioned for interchange developments in Stockport, Wigan and Tameside (Ashton).
* Supporting development and delivery of Corby Mardi Gras in March 2017

**Project Manager - Key Responsibilities**

1. Organisation of specific strands of activity within *Journeys Festival International* in Leicester. The strands of work include a live music stage programme, development of new pop-up performances (staged readings, theatre, dance), artist-led workshops, informal discussions ([Coffee Shop Conversations](http://www.journeysfestival.com/coffee-shop-conversations)) and a workshop and events programme. Specific strands allocated to the Assistant Producer will be agreed based upon individual’s skills, experience and interest
2. Overseeing delivery of Festival events, projects and workshops – both during the Core Festival, in the lead up to and beyond eg. Coffee Shop Conversations
3. Working with the ArtReach Executive Producer, and the rest of the team effectively, and contributing to other ArtReach creative projects, as part of the ongoing work of the organisation

**Key Result Areas**

* Project Plans and work plans are comprehensive and kept up to date
* Key projects within the Festival are delivered efficiently, effectively, safely and to high quality
* Colleagues, artists, participants and volunteers are effectively supported
* Community engagement (refugee and asylum seeking communities and other local communities) are aware of, enthused by and participate in JFI projects / strands of work
* Communication and reporting is consistent, clear and thorough
* Working relationships are positive and productive
* An effective contribution is made to team working
* Budgetary responsibilities are managed effectively and efficiently
* Skills and experience are effectively used to support and provide input to other areas of ArtReach activity, as appropriate
* Effective independent working is shown to enable delivery to agreed objectives and targets

**Detailed Responsibilities**

1. Familiarise with *Journeys Festival International* aims and ethos and plans, event sites, strands of work and project partners
2. Work with ArtReach Executive Producer, to agree specific strand responsibilities for development and delivery within the event programme. Prepare comprehensive project plans for those strands
3. Liaise with ArtReach Project Manager to ensure logistical and technical requirements are addressed appropriately
4. Liaise with ArtReach Marketing and Communications Manager to ensure projects / events are shared and well publicised, with input from ArtReach Executive Producer
5. Supporting the Marketing and Communications Manager with research and outreach to target key groups / communities for events
6. Produce and maintain clear, efficient project and work plans
7. Responsibility for associated logistics, contractor liaison, production of risk assessments, site plans, permissions, contracts to ensure effective project/ event delivery
8. Effectively and efficiently undertake tasks required to enable the safe and successful delivery of the events and activity
9. Liaise with and contract artists, arrange venues, transport, accommodation, catering and equipment, as required
10. Manage efficiently, and with impeccable record keeping, any budgets (or petty cash) delegated
11. Effectively carry out research tasks and gather information to support effective event delivery – such as artist research, visiting venues etc
12. Attend *Journeys Festival International* Advisory Group meetings, as required
13. Ensure effective documentation, monitoring and evaluation of the activities and events
14. Ensure regular reports and updates are provided to the ArtReach Executive Producer
15. Ensure compliance with all ArtReach policies and procedures including health and safety, protection of children, environmental sustainability and equal opportunities
16. Support the development of interns and other Young Producers recruited to be part of the *Journeys Festival International* team
17. Contribute to a strong and effective ArtReach team approach
18. Attend network events and meeting, always acting as an advocate on behalf of ArtReach
19. Deliver day to day office administration requirements (being self-sufficient in terms of main support needs) - maintaining electronic and paper filing systems, calendar, contact information, personal time sheets and work plans etc.
20. Contribute to the development and delivery of other ArtReach creative projects as required, and as capacity allows
21. Any other coordination and administration work as required to ensure effective delivery of the Assistant Producer role

**NB. The role will focus on *Journeys Festival International* in Leicester, but there may also be input to other *Journeys Festival International* events and other ArtReach activities.**

**Person specification**

Essential skills, qualities and experience:

* Experience of successfully developing / curating / delivery arts-focussed projects
* Awareness of sensitivities (political, social, physical) surrounding working with refugee and asylum seekers
* Strong project planning skills, with a proven track record, and attention to detail
* Educated to degree level in a relevant subject, or with equivalent experience
* Ability to think practically to effectively plan and deliver projects / events
* Evidence of commitment to, and passion for, diverse arts and culture
* Experience of working with a range of artists / practitioners and communities
* Independent motivation
* Efficient time management to ensure successful project / event delivery
* Excellent communication skills – both written and verbal
* Evidence of reliability, good time keeping / management and efficiency
* Strong IT skills, literate in Microsoft Office programmes
* Strong research and documentation skills
* Positive and friendly working approach
* Ability to work effectively within time constraints and under pressure
* Willingness to travel and to work at weekends and in the evenings whenever necessary

The following skills, qualities and experience are also desirable:

* Experience of working on outdoor events and festivals
* Experience / specialism in a specific art form (music, theatre or performance most desirable)
* Experience of budget management
* Experience of writing formal documents – such as contracts, risk assessments and project plans
* Interest in and connection to the local arts and cultural scene
* Experience of successful working with / on multiple partnership projects
* Interest in PR / Marketing / Social Media
* Driving license
* Health and safety training
* First Aid qualification
* Languages

**Application No.**

**(For ArtReach office use only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASSISTANT PRODUCER**

**Application Form**

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| Please Note: |
| 1. You are strongly advised to read all enclosures before completing this application form. 2. This form should be completed in full and submitted electronically. We will accept submissions received in hard copy provided they arrive before the closing time specified. 3. Pages may be expanded or additional sheets attached where necessary. Please provide no more than 2 pages for Q.1. 4. Applications received after the closing date will not normally be considered. 5. Curriculum vitae will only be accepted in addition to this application. All candidates must answer the question on page 2 and provide the information set out on pages 3 and 4. 6. **The closing date for this post is Monday 6 March 2017 at 5pm** |

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| Personal Details | | |
| **Title** e.g. Mr/Mrs/Ms: | **Address:** | |
| **First Name (s):** |
| **Surname** | **Post Code:** |  |
| Telephone contact/Mobile – please indicate your preferred first contact number: | | |
| Email: | Other: | |

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| **Please describe the skills, knowledge and experience you would bring to the post. Please make particular reference to the job requirements described in the job description and person specification** (Maximum 2 pages). |

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| --- | --- | --- | --- | --- | --- |
| Education, Training and Qualifications. Please give relevant details (in summary as appropriate), including those gained overseas: | | | | | |
| Higher Education and any relevant professional training | Dates | | Qualifications gained -  Subject and level | Grade | Date |
| From | To |
|  |  |  |  |  |  |
| Membership of Professional Organisations |  |  |  | | |

|  |  |  |
| --- | --- | --- |
| Current Employer or Last Employer | | |
| Job Title: | | |
| Responsible to: | | Date Appointed: |
| Employer’s Name: | | Present Salary: |
| Employers Address: | | Present Grade: |
|  | | Other Benefits: |
|  | Post Code: | Notice Required or Date Left: |
| Brief Description of Duties: | | |

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| **Other Employment** | | | | | | |
| Employer | Job Title | | Grade/Salary Per annum | | Dates | |
| From | To |
|  |  | |  | |  |  |
| **General Information:**  Are you related to a Board member of ArtReach or any of its employees? | | | | | | |
| Yes 🞎 | | No 🞎 | | If ‘Yes’ please give details | | |
| Have you been convicted of a criminal offence (other than motoring offences and spent convictions) | | | | | | |
| Yes\* 🞎 | | No 🞎 | | \*If ‘Yes’, please provide information in a separate document | | |

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| **Referees**: Please give details of a minimum of two people who are prepared to act as referees for you. One of these should be your present employer (or most recent) employer. References will only be taken up for applicants selected for interview. Please advise below if you don’t wish referees to be contacted prior to interview. | | | |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| May we contact prior to interview?  Yes 🞎 No🞎 | | May we contact prior to interview?  Yes 🞎 No 🞎 | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| May we contact prior to interview?  Yes 🞎 No🞎 | | May we contact prior to interview?  Yes 🞎 No 🞎 | |

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| **I confirm the details in this form are correct:** Name:  Date: |

**Please return to** [nicola@artreach.biz](mailto:nicola@artreach.biz)**, along with a cover letter and curriculum vitae, if you wish.**

**If you need to return by post the address to use is: ArtReach, LCB Depot, 31 Rutland Street, Leicester, LE1 1RE**

**Returned applications should reach us by no later than the closing date shown on the front of this form. Late applications will not be considered.**

Acknowledgements: You will be notified in writing whether or not your application has been successful and this will normally be within one month of the closing date. Those invited to interview will be contacted by Wednesday 8 March 2017.

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| **Data Protection Statement**  The information that you provide on this form will be held confidentially by ArtReach and will not be provided to any third party without your previous formal consent. |

**Application No.**

**(For ArtReach office use only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EQUAL OPPORTUNITIES MONITORING**

**Instructions:**

Please copy/paste this form onto a separate sheet, complete and submit it as a separate document with your application.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equality Monitoring**: We ask for this information to monitor achievement of our Employment Equality policies. Appointments are not based on information given here. Each item below, please tick the appropriate box ( 🞎 ) or respond as indicated. | | | | | | | |
| **Sex:**  🞎 Male  🞎 Female  🞎 Prefer not to say | | **Disability:**  🞎 Disabled  🞎 Not Disabled  🞎 Prefer not to say | | **Date of birth:**  -------/--------/-------  DD MM YY | | **Media source:** Where did you see/hear about this post? | |
| **Ethnic Group:** Please tick the one box that describes your ethnic group most closely: | | | | | | | |
| **White** 🞎 British  🞎 Irish  🞎 Any other  White  background?  *Please indicate below:* | **Mixed/multiple ethnic group** 🞎 White and Black  Caribbean  🞎 White and Black  African  🞎 White and Asian  Any other multiple ethnic background?  *Please indicate below:* | | **Asian or Asian** **British**  🞎 Indian  🞎 Pakistani  🞎 Bangladeshi  🞎 Any other Asian background?  *Please indicate below:* | | **Black or Black British**  🞎 Caribbean  🞎 African  🞎 Any other Black background?  *Please indicate below:* | | **Chinese or other ethnic group**  🞎 Chinese  🞎 Other *Please indicate below:* |

**NB. This section is removed from the other Application details and will not be seen by the short-listing panel.**