



Assistant Producer

6 Months Fixed Term Contract

30 hours per week. £24,000 pro rata (£9,600 for the length of the contract)

Main Purpose of the Post

Working in collaboration with the Head of Creative Programme and the Creative Learning Coordinator, the Assistant Producer will deliver the artistic programme which includes performances, artist residences, projects, workshops and events. Creativity, analytical thinking, initiative, attention to detail and excellent organisational and people skills are key requirements of the post.

This is a fixed term contract while the senior leadership team pilots' projects to evolve the programming model. The creative programme is closely connected to a new vision and mission for the organisation which is currently in development. Whilst conversations around vision and mission are ongoing, we are in urgent need of an Assistant Producer to help with the delivery of our upcoming programme.

Main Duties of the Post

Supporting the Head of Creative Programme to deliver the artistic programme:

- To support the Head of Creative Programme with all aspects of the Barn's artistic programme.
- To coordinate the programming of music, theatre, dance and film; liaising with artists and producers, attending production meetings to ensure the smooth delivery of events.
- To communicate with artists, partners and staff as required by Head of Creative Programme.
- Support the management of all contractual negotiations with artistic collaborators, promoters, producers and partners.
- Work with the Head of Operations to ensure correct technical specifications are in place on site for all events.
- To be responsible for administration, such as the creation of programming schedules, contact sheets, and relevant research.
- To work with the Head of Creative Programme and the Creative Learning Coordinator to contribute to the initiation, curation, design and production of the programme.
- To research innovative and creative artists and practitioners supporting the Barn's programme.



- Prepare budgets for events and obtain approval prior to confirmation with Head of Creative Programme.
- Work with the Marketing Manager, Digital Officer and Creative Learning Coordinator to source promotional copy and assets.
- To be aware of the role Equalities, Diversity and Inclusion plays in our work and in audience development.
- To support the development of new audiences to the Barn through the creative programme.

Supporting the Head of Creative Programme to deliver Artistic Projects, Residencies and Exhibitions:

- Establish, maintain and understand the creative requirements of a project. This is often co-created and curated between the Barn and their artistic collaborators.
- Provide administrative support across all project and exhibition activity.
- Provide hands on support to the technical team, when necessary.
- Liaise with contractors for specialist aspects of production, as required.

General

- To attend Barn team meetings, including 'project wash-up meetings' and when necessary to take minutes and circulate to relevant people.
- Ensure that the programme calendar is kept regularly up to date, with pending and confirmed artistic projects and events.
- Act as the first point of contact for programming requests and enquires.
- To manage the production of project calendars and coordinate meetings across the team and with external creatives and collaborators when necessary.
- To undertake occasional Duty Manager or Event Staff shifts in the evening or weekend.
- To act at all times as an Ambassador for the Barn and its governing body Woodend Arts Ltd.

Skills and Person Specifications

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">• An enthusiasm for arts and culture and an interest in the Barn's creative programme• Demonstratable organisational and administrative skills• Strong communication and interpersonal skills, with the ability to engage with people of all ages and backgrounds	<ul style="list-style-type: none">• Experience of supporting artists or artistic programmes of work in a venue, or with an arts organisation• Experience of partnership working with other stakeholders and organisations.• Creative project management experience

<ul style="list-style-type: none"> • Proactive approach to work, with a sense of initiative and a desire to see tasks through • Managing a full and varied workload across a range of disciplines • Budget management experience • An ability to translate creative ideas into logical planning • An understanding of the barriers that people from different backgrounds may face in accessing opportunities, and experience in providing measures to overcome these • Competent in MS office software • Commitment to team working and a flexible approach to working practices 	
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Our roles are open to everyone. We encourage applications from people who are underrepresented in our organisation and in the arts and cultural sector.

Hours

30 hours per week, with flexibility around the allocation of those days. Some evening and weekend work may be required.

Pay and Contract

This is a temporary 6-month post. A 3-month probationary period will be required.
28 days Annual Leave entitlement (pro-rata to contract.)
£24,000 (pro rata) (£9,600 for duration of contract.)

Benefits

Complimentary tickets to selected shows
Priority booking for selected events at the Barn
Automatic enrolment into the company pension scheme

