

Assistant Producer

(Part-time. 2 days per week. Fixed term – 6 months)

Independent Arts Projects (www.independentartsprojects.com) is looking for a creative, organised and experienced Assistant Producer to work closely with the Executive Producer to realise the Company's artistic programme and goals.

How to apply

This pack contains the Assistant Producer job description, and person specification.

To apply for the post please provide a CV and covering letter detailing your suitability, matched to the person specification and reasons for applying for the post. Please clearly state the title of the role in the subject line of the application.

Email your completed covering letter, CV, contact information for two referees to:
jobs@independentartsprojects.com

Alternatively, you can post your application to:

Mhari Robinson
Independent Arts Projects
35-37 Assembly Street
Leith, EH6 7BQ

For enquiries, please email jobs@independentartsprojects.com, or call 0131 510 9427 or text 07534 942 255 between 8am and 8pm Monday to Friday.

The **deadline** for all applications is **6pm on Monday 2nd December 2019**.

Interviews will take place in Edinburgh on **Monday 9th December 2019**.

This document is available in large print.

Background: Independent Arts Projects

Independent Arts Projects is an arts organisation based in Leith, Edinburgh. The company specialises in performance and has produced a diverse programme of work by some of Scotland's most exciting artists.

The company's critically acclaimed and award-nominated work has been presented across Scotland and beyond with upcoming dates in negotiation with programmers in Denmark, Hong Kong, Portugal and Switzerland.

IAP's focus is collaborating with artists in creating work for young and adult audiences – working with artists of colour, disabled artists, young and ageing artists, queer artists, and womxn artists.

IAP projects often explore identity, representation, or our contemporary world and we aim to produce work that helps us make sense of how we live our lives.

Artists we've worked with include: Cade & MacAskill, Alice Mary Cooper, Ellie Griifiths, Mamoru Iriguchi, Mara Menzies, and Snap Elastic, as well as Frozen Charlotte Productions.

See more about the company at www.independentartsprojects.com

Independent Arts Projects is a company limited by guarantee & registered charity. Company number: SC581505. Charity number: SC049294.

Job title: Assistant Producer

Job Description

Responsible to: Executive Producer

Overall Purpose

The Assistant Producer will work with the Executive Producer, freelance production and creative staff to support a range of Independent Arts Projects' productions and projects.

Main Duties and Key Responsibilities

- The Assistant Producer will support the Executive Producer with all aspects of producing Independent Arts Projects' programme
- Booking venues where required and appropriate, and acting as the point of day-to-day liaison with touring venues, co-producing partners and presenters
- To lead on the key administrative producing functions including drafting of contracts, creation of contact sheets, production schedules, and other administrative tasks
- To support casting on productions where necessary including availability checking of actors and liaising with agents
- Working with the Executive Producer, lead on availability checks for creatives and stage management teams required for productions and projects
- Under the guidance of the Executive Producer ensure that all project budgets are kept up to date and accurate, collating invoices, and leading the day to day management of the production budget
- To secure accommodation, travel and flights for staff and contractors working with the Company
- To source rehearsal space as required and within budget allocation
- To manage press night invites lists and work with the Executive Producer, project teams and venue staff to ensure the smooth running of press night
- To produce selected events or elements of projects
- Leading on the evaluation of productions and projects, ensuring that learning is captured and applied to the planning and delivery of future projects.
- Represent the organisation at events, performances and industry networks as required
- Undertake other duties as may be reasonably be requested by the Executive Producer
- To read and feedback on scripts or project outlines as part of the programme planning
- To build relationships with artists on behalf of Independent Arts Projects
- To work with the Executive Producer to produce any workshops or R&D that takes place
- To assist with the maintenance of good filing/archive systems
- Confidentiality is required to be maintained at all times.
- To adhere to Independent Arts Projects' policies
- To act in the best interest of Independent Arts Projects at all times

Person Specification

Skills and Experience	Essential	Desirable
Interest in and knowledge of performance in Scotland/UK	√	
To have excellent organisational skills as well as written and verbal communication skills	√	
Ability to manage relationships across all projects and ensure effective communications are maintained at all times	√	
Experience of producing or contributing to producing performance projects	√	
Ability to manage multiple priorities, meet deadlines and manage a busy workload	√	
Experience of monitoring a budget	√	
Interest in working alongside artists and theatre makers to develop high quality work	√	
To have the ability to work within a small and busy organisation	√	
To be computer literate and have good knowledge of Microsoft Office	√	
Ability to work under pressure to deadlines	√	
Good time management skills and the ability to deal with multiple priorities successfully	√	
Good interpersonal skills, ability to communicate with audiences in a friendly manner	√	
Good proofreading skills	√	
Experience of making and securing funding applications in support of productions		√
Working knowledge of Scottish theatres, arts centres and venues		√
Knowledge of marketing and audience development as related to a small touring arts organisation		√

Terms and Conditions of Employment

Job title	Part-time Assistant Producer. (0.4 FTE)
Salary	£25,000 per annum, pro rata.
Status:	Fixed term for six months.
Start date:	To be discussed. Ideally a January 2020 start.
Holiday entitlement:	30 days per annum pro rata (including public holidays)
Probationary period:	2 months
Notice period:	1 month
Pension:	The company makes a 3% contribution into the company's pension plan on condition that the employee makes a minimum contribution of 5%
Place of Work:	Based in Independent Arts Projects' Leith office but will be expected to attend events, performances and briefings wherever there is or expected to be a Company presence
Hours of work:	2 days per week 8 hours per day with 1hr break for lunch