



ASSISTANT PRODUCER – FREELANCE CONTRACT DESCRIPTION

Job Title:	Assistant Producer – Freelance
Reports to:	Producer
Fee:	£7000
Times:	70 days between January – June 2019 (equivalent to approx. 3 days a week and full time at festival)
Notice period:	1 month
Right to work:	All applicants must have the right to work in the UK

PRIMARY PURPOSE

To assist the Producer to deliver the 2019 Edinburgh International Children’s Festival and surrounding activities and events.

KEY TASKS AND RESPONSIBILITIES

- Support the producer during the Festival, specifically the Festival Family Day and delegate events.
- Assisting the Producer in administrative tasks for the festival events and productions including contracts, finance, space requirements and scheduling.
- Assist with management and monitoring the Festival Family Day budget.
- Liaising with key partners, co-producers and companies visiting the festival.
- Liaise with artists for the Festival Family Day and all delegate events throughout the festival.
- Work with the assistant production manager in various tasks, including making sure that the Festival Family Day and delegate events have their schedule, technical and production needs met.
- Collate information from companies and artists about the opening weekend for the brochure and website.
- Manage risk assessments and health and safety regulations for the Festival Family Day and Delegate Programme.
- Managing key delegate groups, events and creative development work during the festival, roles will include event setup, production, managing staff and venues for the events.
- General festival and festival on tour administration tasks such as booking travel and accommodation

General

- Attend all team meetings (Tuesdays, weekly) and report on progress
- Fortnightly update and progress meeting with the Producer
- Assist the Producer and Production Manager on Event Manuals and Venue Information
- Work with Front of House and Volunteers to ensure smooth running of events and performances throughout the festival.
- Evaluation of the Edinburgh International Children's Festival

PERSON SPECIFICATIONS

Essential

- A minimum of 2 years' experience working in Theatre and Dance, ideally within producing or project management.
- An interest in theatre and dance for children and young people
- Experience of working with and overseeing teams of people
- Excellent organisational skills as well as written and verbal communication skills.
- Experience of producing events and monitoring a budget.
- To have the ability to work within a small and busy team.
- Ability to work under pressure to deadlines, to be flexible and willing to adapt to change.
- Good time management skills and the ability to deal with multiple priorities successfully.
- IT skills especially a good knowledge of excel and word.
- Hard-working and personable with a can-do attitude
- You should be able to work effectively within the team and on your own initiative.

Desirable

- Knowledge and experience of box office and front of house
- Experience of programming and scheduling multiple events.
- Experience of contracting.
- Experience of working with artists, Co-producers and partnerships

HOW TO APPLY

Please download the application form as a word document.

Make sure you read the above information carefully before completing your application. Please send your completed application form by **Thursday 13th December at 5pm** to applications@imagine.org.uk putting Assistant Producer in the subject.

Applications received after the closing date will not be considered.

If you are shortlisted, we will normally contact you by email to invite you to interview. Interviews will take place in Edinburgh on **Wednesday 19 December**. You should ensure that you will be available for interview on this date when you make your application.

If you are not shortlisted we will contact you by email to let you know that your application hasn't been successful. Unfortunately, due to the high volume of applications expected we will not give specific feedback on why you were not invited to interview.

All offers are made subject to receipt of satisfactory references. Under the Asylum and Immigration Act, we are also required to check that you have the legal right to work in the UK. The successful applicant will therefore be asked to provide us with documentary evidence to support their entitlement to work in the UK.

EQUAL OPPORTUNITIES

We are an equal opportunity employer and encourage applications from people from all background, including people with disability or from any minority ethnic groups. Our building is wheelchair accessible.

EQUALITIES, DIVERSITY AND INCLUSION

Imagine is committed to representing the diverse range of voices who make up Scotland today. We encourage applications from people of all backgrounds including those with a lived experience of disability and those who identify as being a Person of Colour (POC) and/or Black Asian Minority Ethnic (BAME). Our building is wheelchair accessible, and we are happy to consider flexible working arrangements.

After submitting your application, please fill out our anonymous [Equalities, Diversity and Inclusion survey](#). This allows us to monitor whether our vacancies are being seen and applied for by people from diverse backgrounds.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by

you on the equal opportunities monitoring form will be used to monitor Imagine's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Personal data will be managed in compliance with article 5 of the General Data Protection Regulation (GDPR): <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

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