****

**Assistant Production Manager   
Freelance contract description**

**Job Title**: Assistant Production Manager – Freelance

**Reports to**: Production Manager

**Fee:** £3575, plus allowances.

**Times:** P/T 3rd April – 12th May (2 days per week) - These days can be flexible.

F/T – 15th May –7th June (days off to be arranged)

**Notice period:** 1 month

**Right to work:** All applicants must have the right to work in the UK

**PRIMARY PURPOSE**

To support the Festival Production and Technical Managers on all aspects of the Festival. Leading on the production aspects of Family Encounters at the National Museum of Scotland and the Delegate Events.

**KEY TASKS AND RESPONSIBILITIES**

Family Encounters

* Main point of contact between Performing Artists/companies, National Museum of Scotland and Imaginate.
* Collate and assess Artists/companies Risk Assessments. Ensuring all control measures are met and communicated to the Museum, by the deadline and in the correct Imaginate Risk Assessment format.
* Where required liaise with technical/service companies to plan and prepare technical equipment.
* With the Festival Production Manager ensure staffing levels and designations are as required and appropriate.
* In liaison with the Assistant Producer collate and manage the Family Encounters schedule.
* In liaison with the Assistant Producer communicate all details of the Family Encounters programme to staff, performing Artists/companies and the National Museum of Scotland.
* Ensure all transport requirements for equipment and hires are organised and clearly communicated to the relevant people.
* Manage the Family Encounters budget and ensure costs remain within the agree limits.

Delegate Programme

* Collate production and technical information and requirements for all the Events in the Delegate programme, Including all talks, Ceilidh, and social/networking Events.
* Lead on all Production aspects of the Delegate Events ensuring clear communication between Imaginate and the Delegate programme venues.
* With the Festival Production Manager ensure staffing levels and designations are as required and appropriate.
* Where required liaise with technical/service companies to plan and prepare the Delegate Events.
* Attend and manage all Delegate Events, including the Ceilidh and networking Events.

Festival

* Where required assist the Festivals Production and Technical Managers with duties are required. These duties could include:
* Sourcing props and scenic pieces
* Sourcing and organising technical equipment
* Collection of production and technical equipment
* Collection of branding and marketing publicity/t-shirts/banners etc if required.
* Sending out information to the wider Festival Production team.
* Attend regular company update meetings with full company.
* Attend regular update meetings with the Festival Production and Technical Managers.
* If available attend any feedback meetings with partners and venues.
* If available attend Imaginates Festival 2023 de-brief meeting.

**PERSONAL SPECIFICATIONS**

***Essential***

* Experience of working within a Professional Production team.
* Ability to deliver mid-scale productions/events within budget and to agreed timescales.
* Good knowledge of the production process from start to finish.
* Experience of collaborative working relationships with production and creative teams.
* Excellent organisation skills and the ability to write and manage schedules.
* Ability to communicate effectively at all levels, both internally and externally.
* Ability to manage multiple priorities and work to deadlines.
* Ability to work effectively within the team and on own initiative.
* Good literacy, numeracy, and IT skills, including Microsoft Word and Excel knowledge.

***Desirable***

* Good technical knowledge across lighting, electrics and sound.
* Experience of working in non-traditional theatre spaces.
* Knowledge of health and safety legislation and practice.
* Experience working within a theatre building.
* Experience of projects or productions for young people, schools and/or communities.
* Knowledge of the theatre and dance sector.
* Management and running team.
* An interest in and knowledge of the children and young people’s sector.
* Experience of managing budgets.
* Clean driving license.

**HOW TO APPLY**

[**Please download the application form as a word document.**](https://www.imaginate.org.uk/f/63d1481320bc6)You may need to paste the url into your browser: **https://www.imaginate.org.uk/f/63d1481320bc6**

Make sure you read the above information carefully before completing your application. Please send your completed application form by midnight on **Tuesday 28 February** to [applications@imaginate.org.uk](mailto:applications@imaginate.org.uk).   
**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 **9 March 2023** 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.

**DATA PROTECTION ACT, 1998**

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 a maximum of 12 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 Imaginate’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.

Imaginate

30b Grindlay Street, Edinburgh, EH3 9AX

+44 (0) 131 225 8050

[**www.imaginate.org.uk**](http://www.imaginate.org.uk)

Registered No.115855 Charity No.SC016437 VAT No.553 3970 29

