

Assistant Producer and Programmer at CentrE17 - Job Description

To support the Producer/Programmer and Artistic Director in delivering the full programme of workshops, classes and shows at CentrE17.

Administration responsibilities:

- To create and maintain good filing/archive systems and databases (i.e. on Google Docs or Excel) for all activities including: booking and hire enquiries and potential show submissions
- Along with the Programmer, write and send call-outs on various platforms, job forums and networks for shows when booking specific seasons of work
- Assist the Producer and Programmer to book shows and negotiate with the companies. Including: agreeing their technical needs, logistics and financial deal
- Along with the Producer, secure marketing assets (copy and images) from all hires and confirmed companies and save them in easily accessible files/format for AD to access when updating the website
- Under supervision of the producer, send out and amend contracts to confirmed companies and bookings
- Log and file all contracts
- Attend and minute all major production meetings and Board of Volunteers twice-annual meeting.
- Request feedback form users of CentrE17 via a variety of methods

On the ground support (amount to be negotiated):

- Show prospective users around the space and its technical set up
- When available, to do FOH for shows and Get-ins
- To support management team with any refurbishments at CentrE17

Social Media:

Support the Artistic Director with CentrE17's social media marketing strategy. Weekly tasks will include:

- Keep up to date with Centre17's full programme of activities and write appropriate marketing copy to send out on all CentrE17's social media platforms e.g. writing and scheduling weekly tweets about shows and classes at Centre17.

Artistic Programme

- To support the Artistic Director and Programmer in developing seasons of creative work

Community Engagement:

- To support the Artistic Director and Producer in developing and maintaining links with the local community and local creative companies

General

- To act always in the best interest of CentrE17
- To be welcoming and provide excellent customer care to all visitors to CentrE17

- Adhere to CentrE17 policies, including Equalities (including diversity, access, equal opportunities); Environmental and Health & Safety
- Any other duties as reasonably required.

Person Specification:

- Interest and knowledge of in theatre, the arts, and community engagement
- To have excellent organisational skills as well as written and verbal communication skills.
- Experience working with emerging artists.
- To have the ability to work within a small and busy team.
- Interest in working alongside artists and theatre makers to develop high quality work.
- To be computer literate and have good knowledge of Microsoft office suite
- 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.

Hours: to be negotiated. Will vary depending on the programme. Approx: 10 hours per week. Some evening and weekend work will be required.

Commission: we are currently unable to cover a salary however, for every show booked and managed by the assistant producer and programmer they will receive 10% of the CentrE17's agreed box office share.