

Assistant Producer

Fee	£2,625 (+VAT if applicable)
Contract	Feb 2024 - July 2024, Freelance/self-employed, up to 15 days work.
Location	Corby, Kettering and Northampton
Key dates	Installations: TBC - 1-16 April 2024 (Northampton) and 20 May - 4 June 2024 (Corby) with x6 weeks leading into these for Heritage Square Sessions.

About the role

This will be a key role in assisting the Producer with a focus on community engagement. A key part of the role will be connecting and reconnecting with our local stakeholders to encourage people to join the sessions and installations and ensure the offer is welcoming and accessible.

Key responsibilities:

- Assist the Producer to deliver a Community Engagement Plan for Corby, Kettering and Northampton
- Communicate with a variety of local communities via individuals, groups and organisations to engage them with the project and encourage participation sign up
- Identify via a variety of methods (conversations, interactive data capture, surveys and focus groups etc) the barriers within the local communities in engaging with creative activities and use the information to break down these barriers
- Work with the Producer and Social Media Manager to ensure the digital promotion of the project is consistent and complementary with their engagement plan
- Assist the Producer with project producing and administration as needed
- Available and confident to be on-site during installations where needed, happy to be problem solving and being proactive to ensure things run smoothly

About the Seedling project

This new project aims to capture and amplify intergenerational stories of multicultural family heritage and communicate these stories through dramatic audio pieces, textile squares, public and school based installations. We will co-create an audio piece with and for primary school children exploring their family heritages and the climate crisis, deliver 2 interactive installations in retail spaces & create an in-school version that will tour as a teacher-led experience.

About Carbon Theatre

Carbon Theatre is a community focused creative organisation based in North Northamptonshire. Led by Courtenay Johnson, our work focuses on creating inclusive, female-centred work alongside larger arts & heritage projects. We aim to make relevant high-quality cultural experiences that are enjoyable and accessible to local people.

How to Apply

Please send a **CV** and short **supporting statement** (max 1 page or 5 mins video/audio) highlighting your interest in the role and relevant experience to courtenay@carbontheatre.org.uk by **Monday 8 January 2024**. If you'd like to ask any questions or have a conversation before applying please email Courtenay to arrange.

Further Information

The role is on a freelance contract and you will be responsible for your own tax and national insurance responsibilities. We encourage applications from anyone interested in being part of this project. We are committed to a policy of equal opportunities embracing diversity and inclusivity in all areas of activity. If you require any access support in submitting an application to us or would like to submit your application in an alternative format, please email courtenay@carbontheatre.org.uk.