

Installation Production Manager

Fee	£3,200 (+VAT if applicable)
Contract	February 2024 - June 2024, Freelance/self-employed, duration estimated at up to 16 days.
Location	Corby and Northampton
Key dates	Installations: TBC - 1-16 April 2024 (Northampton) and 20 May - 4 June 2024 (Corby)

About the role

This role will be to support the Producer deliver on all scheduling, logistics, set-up and pack down and health and safety for the Installations.

Key responsibilities:

- Manage and liaise with the Producer on planning, logistics, technical set-up, hires and any other operation needs.
- Planning the logistics and scheduling, supporting the Producer, including van hire/production transportation.
- Manage all risk assessments and health and safety procedures for the Installations.
- Brief and train the Facilitators on the daily technical set-up and switch off.
- Ensuring that anyone who wants to use the British Sign Language (BSL), written and audio description options can do that easily
- Helping to create a warm, caring environment in which audience members feel comfortable to ask questions and share their experiences
- Working in an inclusive and accessible way that ensures the team, volunteers and audience feel welcome and supported
- Contributing to an end of project evaluation

We would love to work with someone who:

- Is friendly, approachable and collaborative
- Is very organised and has good attention to detail
- Is able to be proactive in problem solving
- Is able to manage budgets with a high standard of record keeping

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, oral histories, 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 3 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.