

Assistant Producer

I am looking for an Assistant Producer who is a strong all-rounder and can work creatively and with initiative. As an independent producer, I work with many different independent artists, creatives and companies and across disciplines and cultural sectors. I am looking for someone to assist me with all areas of producing including administration but with a passion for marketing and engagement.

Time: 2.5 days a week for 6 months (26 weeks)
Contract: Fixed term, freelance/self-employed
Fee: £150 per day (total fee: £9,750)

About Carbon Theatre

Carbon Theatre, run by Courtenay Johnson, produces theatre and cultural projects focussed on feminism, equality and accessibility.

Alongside producing outstanding theatre, I produce ambitious community & heritage projects including: 60 MILES BY ROAD OR RAIL, an arts and heritage project exploring Northampton and Corby's New Town stories; and, MY SENSORY ADVENTURES, a sensory project exploring our world through sensory activities, digital videos, music, resources and live sessions. I am based in North Northamptonshire, East Midlands, and produce across the UK.

About the role

Your role will be supporting me with all aspects of producing across projects. I am looking for someone who is confident to learn and develop alongside me. You might not have all these skills and experiences - that's perfectly fine - I am looking for someone who is resourceful and confident to seek help and training opportunities to develop their producing skills as well as Carbon Theatre and the communities and artists we create with.

Desirable skills:

- Experience working in a producing role within the creative industries
- Excellent communications skills
- Confident digital and IT skills, including Google Drive and Squarespace
- Great eye for design and attention to detail
- Super administrative skills
- Listening, understanding and diplomacy skills
- Experience of contracting, evaluation and fundraising

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More about the role

Specific tasks and responsibilities will include:

- General company and project administration and record keeping
- Communicating with lots of different people including creatives, participants, partners and supporters
- Creating project and company documents including project timelines, contact sheets and company resources
- Supporting me with research tasks and future planning
- Updating and maintaining our Squarespace website (with support)
- Social media content creation, scheduling and engagement
- Creating and designing basic marketing materials (experience of design software would be fab! I use Canva, so doesn't have to be fancy)
- Drafting documents including creative contracts, policies, procedures and agreements (with support)
- Assisting with data gathering and evaluation of projects

How to apply

To apply for this role please send a CV and a cover letter, maximum two sides of A4, outlining why you would like the role and what skills and experience you will bring to it.

Please send your application to me at courtenay@carbontheatre.org.uk

Deadline to apply is 5pm Friday 14 May 2021

There will be a Zoom interview on Tuesday 18 May, at this stage we will ask you to give us the contact details for two referees.

We will notify everyone of the outcome of their application by Monday 24 May 2021.

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Further Information

The role is on a freelance contract and you will be responsible for your own tax and national insurance responsibilities.

You do not necessarily have to be based in the East Midlands, but I would like someone who is able to commute on occasion for meetings and to be on-site during projects.

I encourage applications from everyone interested in applying. I am committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcome applications from disabled people and people of all ethnicities and genders.

If you require any access support in submitting an application to us, please email courtenay@carbontheatre.org.uk.

