

April 2021

Producer Fellowship - 3-month contract

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Many thanks for your interest in the Producer Fellowship at Artsadmin.

In the pack below you will find:

- application guidance notes
- information on the organisation and directions to further information online
- the job description
- person specification
- details on how to apply

Separate to this pack is an equal opportunities monitoring form for completion.

- The deadline for applications is 5pm on Friday 7 May 2021.
- Interviews will take place on 17 May via video call.

Thank you for your interest in Artsadmin.

Kind regards,

Róise Goan and Deborah Chadbourn
Artistic Director and Executive Director

APPLICATION GUIDANCE NOTES

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can.	
Research Artsadmin	This will tell you about who we are and the work we do: artsadmin.co.uk	
Read the Job Description	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These are the minimum requirements for the role. It is important that you clearly demonstrate these in your application.	
Complete the application form and Equal Opportunities form	Please complete all sections as fully as possible. The online application form can be found at apply.artsadmin.co.uk You can complete the Equal Opportunities form online here . This is anonymous and optional. Artsadmin has priorities in who we reach with our work. We collect and review this data to understand if we're achieving what we've set out to do.	
Submit your application	You will receive a confirmation email. If you have any difficulties with your online application contact us 020 7247 5102 or email admin@artsadmin.co.uk Deadline: 5pm on Friday 7 May 2021. We cannot accept applications after this time.	

ABOUT ARTSADMIN

Artsadmin is a producing organisation, working with artists to enable them to create bold, interdisciplinary work that connects with local, national and international audiences.

We deliver a wide-ranging artist support programme that includes free creative support sessions and training as well as artist-led development opportunities for hundreds of artists per year. Our support benefits young people getting involved in performance for the first time through to artists with established careers.

We also run Toynbee Studios in London's east end, a vibrant centre for the creation, development and presentation of new work and the nurturing of extraordinary talent.

Everything we do is underpinned by our core values. We aim to be:

- Sustainable. Raising awareness of environmental issues through the arts and seeking greener ways of working
- Collaborative. Developing long-term relationships with diverse audiences, artists and partners
- Bold. Encouraging artists to take risks, supporting radical approaches and promoting experimentation

We collaborate with festivals, artists and other organisations to programme work that reflects our core values, including [Season for Change](#) and [Unlimited](#).

Working with disabled and non-disabled artists, both emerging and established, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equity and inclusion at the core of its activities – as artist producers, curators and collaborators.

Our anti-racist work on recruitment and retention:

We are a team comprising around 24 people where everyone's contribution is valued. This job description was written with the collaboration of our anti-racist recruitment and retention committee and with the advice and support of some external colleagues, including artists. We acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. This can only be addressed through deep, ongoing, active anti-racist training and policy-making, which is now underway.

For recruitment, we are committed to ensuring that there is:

- At least one person of colour on the interview panel
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview.

Once in the role, any successful candidate who is a person of colour will have access to an external coach or mentor to provide support in a majority white workplace. This support will be paid for by Artsadmin.

Access support

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you'd prefer to meet one of our team or talk through these guidelines, please contact access@artsadmin.co.uk or call 020 7247 5102.

Equal opportunities

Artsadmin is an equal opportunities employer, and positively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age.

This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

London Living Wage

Artsadmin pays a minimum of London Living Wage.

Find out more about [Artsadmin](#), [our policies](#) including Transitioning at Work and Accessibility, and [how we work](#)

Producer Fellowship

Job Description

Responsible to: Artist's Projects Producer

Salary: £5,642 for 3-month contract (£22,568 per annum, London Living Wage)

Length of contract: 3 months, mid-June – mid-September 2021

Attendance Hours: Full time. Hours are 8 hours per day with one hour for lunch, usually within regular opening hours. The Artsadmin office is open between 9:30am-

6:30pm, five days a week. The Trainee may undertake out of office hours duties such as evening meetings, and events, but time off in lieu is given.

Leave Entitlement: 5 days plus bank holidays over 3 months contract (pro rata 20 days per annum).

Location: Toynbee Studios, E1 6AB

The Producer Fellowship is a learning opportunity for someone with a keen interest and some experience in the arts. You'll be able to sharpen your training and skills through direct involvement across Artsadmin's arts programming and producing activity as we reactivate and reopen our building, Toynbee Studios. You will gain an insight into producing arts events and programmes, experience of working in a small, busy and creative team and the opportunity to be mentored by experienced arts workers.

Responsibilities

Producing

- Administrative support with developing and coordinating artistic projects including meeting coordination; maintaining and updating project plans and schedules, database management, research, risk assessments, assisting with fundraising applications and marketing, and basic finance tasks.
- Assisting with project touring including organising travel, accommodation and schedules.
- Event management, supporting the delivery of Artsadmin events and activities, at Toynbee Studios and elsewhere, and giving hands-on assistance (expenses are paid).
- Communications with other organisations, artists, production teams and suppliers.
- Supporting the delivery of our artists support programme.
- Researching and maintaining resources to support the artistic community
- Editing and publishing content for Artsadmin's e-digest app and email
- Ensure that records are up to date and that all new contacts and have been entered into our database.

General

- Support with staffing the Toynbee Studios reception, welcoming people to the building.
- Support the delivery of artistic programme planning.
- Attend training and share learnings with the team.
- Support Producing team with filing.
- Attend meetings with the Producing team and general staff meetings
- Attend Artsadmin events and activities, at Toynbee Studios and elsewhere, and take an active interest in viewing work (expenses are paid).
- Contribute to workshops for young people.

Person Specification

We are looking for a person with the following qualities:

Essential

- A positive attitude to learning
- A desire to work in the arts sector
- Interest and some experience in organising events
- Enjoys communicating with other people and working as part of a team
- Self motivated
- Willing to work flexibly
- Attention to detail
- Commitment to kindness and care

Desirable

- Knowledge of Tower Hamlets, the borough where Artsadmin is based
- Interest in contemporary performing arts
- Prior experience of working in arts administration or production

HOW TO APPLY

Please visit the Artsadmin portal where you can outline your skills and why you're interested in the role: <https://apply.artsadmin.co.uk>

We invite you to complete an [Equal Opportunities form](#). This is an anonymous and confidential form where we ask some questions about you. Artsadmin has priorities in who we reach with our work. We collect this data to inform our regular review process, which lets us know if we're achieving what we've set out to do.

- The deadline for applications is 5pm on Friday 7 May 2021.
- Interviews will take place on 17 May via video call.

Please let us know in your application if you are unavailable on these dates and if you have any access requirements.