

November 2021

Arts Producer Trainee (Kickstart) - 6-month contract

For access queries, including any alternative formats, please call 020 7247 5102 or email access@artsadmin.co.uk.

Many thanks for your interest in the Arts Producer Trainee (Kickstart) at Artsadmin.

This role is for Kickstart applicants who are aged 16-24 and claiming Universal Credit.

To apply, you must talk to your Work Coach at Job Centre Plus about being referred to apply for this placement. Our Kickstart Application ID is: KS4A715C06.

Note: We will be recruiting for a Producer Assistant-level role that will be advertised in January and will be a year-long full-time position. You can apply for either or both roles.

In the pack below you will find:

- 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 3pm on 3 December 2021.
- Interviews will take place on wc 12 December by video call.

Thank you for your interest in Artsadmin.

Kind regards,

Róise Goan and Deborah Chadbourn
Artistic Director and Executive Director

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 25 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](#)

Arts Producer Trainee (Kickstart) Job Description

Responsible to: Artists' Producer

Salary: £22,984 per annum, £11,492 for 6-month contract (paid at London Living Wage, £11.05/hour)

Length of contract: 6 months, January-June 2022

Attendance Hours: 25 hours per week.

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: pro rata 20 days per annum, plus bank holidays

Location: Toynbee Studios, E1 6AB

The Arts Producer Trainee is a learning opportunity for someone to gain training, skills and experience within the arts and creative sector. 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.

The role is based at Toynbee Studios in Aldgate East but this also depends on restrictions and government advice on health and safety. We will provide equipment for homeworking if this is needed.

This Kickstart Scheme job placement will help someone to get basic work skills, including: attendance, timekeeping, communication, teamwork and travelling to work. We will also support Kickstart participants with CV writing, interview skills, and looking for long term work. The person will gain knowledge of the range of career possibilities in the arts and creative sector.

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 event production

HOW TO APPLY

To apply, you must talk to your Work Coach at Job Centre Plus about being referred to apply for this placement.

Our Kickstart Application ID is: KS4A715C06

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 3pm on 3 December 2021.
- Interviews will take place on wc 12 December by video call.

We will get in touch to invite you to interview if you're taken through to this stage.

If you have any access requirements, please call 020 7247 5102 or email access@artsadmin.co.uk.