

Assistant Producer Artsadmin and Another Route – 18-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.

Welcome to this Job Pack for the position of Assistant Producer at Artsadmin. The **Assistant Producer** role is an exciting opportunity for someone with a keen interest and some experience in the arts and organising events. You'll be able to sharpen your training and skills through direct involvement across **Artsadmin's** programming and producing activity as well as a specific, two days a week emphasis on supporting the delivery of **Another Route**, a partnership project supporting artists to internationalise their creative practice. 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.

This is a new, full-time post based at Artsadmin's home Toynbee Studios in east London. Artsadmin is a company of creative people working with artists to develop and make performance projects for local, national and international audiences in a variety of places and contexts. This is a great time to join us as we embark on the next chapter of our work, updating our programme, refreshing our brand and reviewing our connections to our local area of Aldgate East.

To apply, please:

- Read this job pack, available at www.artsadmin.co.uk/about/jobs
- Go to apply.artsadmin.co.uk to complete the online application form
- Complete an anonymous [Equal Opportunities form](https://forms.gle/87C6um8PsVruBz3d6):
<https://forms.gle/87C6um8PsVruBz3d6>
- **The deadline for applications is 12pm on Monday 31 January 2022.**
- **Interviews take place on the afternoon of Thursday 10 February via Zoom.**

Thank you for your interest in Artsadmin.

Kind regards,



and

Deb Chadbourn, Executive Director
ABOUT ARTSADMIN

Róisín Goan, Artistic Director

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](#), [Unlimited](#) and [Another Route](#).

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 underway.

In line with our anti-racism policy, or 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](#) and [our policies](#) including Transitioning at Work, Accessibility and Anti-Racism.

Assistant Producer – Artsadmin and Another Route Job Description

Salary: £22,568 per annum, London Living Wage

Length of contract: 18 months, March 2022 - August 2023

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 Assistant Producer may undertake out of office hours duties such as evening meetings and events, but time off in lieu is given.

Holidays: 20 days per annum plus 8 statutory holidays and additional winter break

Location: Toynbee Studios, E1 6AB

Staff benefits:

- Pension scheme with Royal London
- Subsidised Bike Purchase
- Travel Card / Season Ticket Loan
- HSF Health Plan
- Life Assurance at four times annual salary
- Group Income Replacement Scheme
- Childcare Salary Sacrifice Scheme

Responsible to: Another Route Programme Producer Dan Kok and Artists' Producer Cat Harrison

About the Role:

The **Assistant Producer** role is an opportunity for someone with a keen interest and some experience in the arts and organising events. You'll be able to sharpen your training and skills through direct involvement across [Artsadmin](#)'s programming and producing activity as well as a specific, two days a week emphasis on supporting the delivery of [Another Route](#). 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.

About Another Route

[Another Route](#) is a new project that aims to support 12 England-based artists or companies working in live performance to internationalise their practice, partnerships and collaborations through a 15-month programme of networking, residencies, commissioning and creative development. Another Route has been co-designed and is led by Forest Fringe, Total Theatre Network and Artsadmin in collaboration with a

consortium of UK independent performance companies: 1927, Action Hero, Candoco, Coney, Forced Entertainment, Gecko, Javaad Alipoor, No Fit State Circus, Quarantine, Stan's Café, Tania El Khoury and ZU-UK. The programme will be delivered in collaboration with UK and international venue, festival, residency and cultural agency partners, and is funded and supported by Arts Council England, British Council and Jerwood Arts.

Responsibilities

Producing:

- Providing administrative support for the Another Route programme including meeting coordination, maintaining and updating project plans, logistics, schedules, marketing and basic finance tasks.
- Supporting the hands-on planning and delivery of the three Another Route lab activities: one in the UK, two overseas.
- Giving administrative support with developing and coordinating [Artsadmin's 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.
- Event management, supporting the delivery of Artsadmin's projects, events and activities at Toynbee Studios and elsewhere, and giving hands-on assistance (travel and expenses are paid).
- Communicating with other organisations, artists, production teams and suppliers.
- Supporting the delivery of our [Artist Support](#) programme, including editing and sending Artsadmin's weekly e-digest.
- Researching and maintaining resources to support the artistic community.
- 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 Artsadmin's building.
- Support the delivery of artistic programme planning.
- Attend training and share learnings with the wider team.
- Support the Producing team with filing.
- Attend meetings with the Producing team and general staff meetings.
- Attend Artsadmin's events and activities, at Toynbee Studios and elsewhere, and take an active interest in viewing work (expenses are paid).
- Contribute to Artsadmin's workshops for young people.

Person Specification

We are looking for a person with the following qualities:

Essential

- A positive attitude to learning
- Interest in contemporary performing arts
- Experience in organising events and arts projects – more than one student, DIY or amateur project, less than two years' professional experience.
- 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
- Prior experience of working in arts administration or production

HOW TO APPLY

Please visit the Artsadmin portal to submit your application, 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 12pm on Monday 31 January 2022.**
- **Interviews will take place on the afternoon of Thursday 10 February via Zoom.**

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

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