

## Job Title: Assistant Producer

Are you a creative person who would like to work on developing exciting arts programmes and events in your local area?

<b>Hours</b>	25 hours a week
<b>Wage</b>	National minimum wage, up to £8.91 per hour
<b>Location</b>	Chatham, Kent
<b>Contract Type</b>	Fixed term until December 2022
<b>Application Deadline</b>	5 <sup>th</sup> July 2021
<b>Interview Date</b>	Week commencing 12 <sup>th</sup> July 2021

### The Organisation:

SparkedEcho is a grassroots organisation based in Chatham. We deliver digital and site-specific work, using technology, music and art to connect with communities.

### The Role

We are looking for an Assistant Producer to join our team. If you re interested in developing a career producing arts programmes and events - this could be for you!

In this role, you will develop:

- Confidence working in an arts producing environment.
- Opportunities to be directly involved in the design of events, festivals and exhibitions.
- Practical experience using microphones, speakers and projectors to set up events, festivals and exhibitions.
- Advanced digital skills, contributing to the creation of sound, video, graphic and AR content required for immersive productions showing at events, festivals and exhibitions.
- A wider network of contacts in Kent s creative sector.
- An understanding of how to use software tools and systems to professionally manage arts projects.



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- Knowledge of what is involved in running an arts project, from working out budgets to undertaking a risk assessment.
- You will be supported with practical, on-the-job skills development, coaching with one of the Directors, e-learning and regular team meetings.

This role is funded and supported by Re:Generation 2031, a Creative Estuary project. Creative Estuary has a vision to forge a new future founded on creative energy and innovation, along the length of the Thames Estuary.

At Creative Estuary our ambition is clear: To transform 60 miles of the Thames Estuary across Essex and Kent into one of the most exciting creative clusters in the world. We're going to do this by developing the places where the creative industries can build a vibrant and prosperous future, enriching communities and strengthening the region.

Re:Generation 2031 wants to empower more young people to access creative careers and to champion the next generation of creative talent. The post-holder will receive additional support through the Re:Generation 2031 training and mentoring programmes, and time will be allocated to accommodate participation in these activities.

The Re:Generation 2031 team are here to help if you need support applying for this role. Please email Project Assistant Alice Heggie at [a.heggie@kent.ac.uk](mailto:a.heggie@kent.ac.uk) for assistance or guidance.



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### Person Specification

The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply. We welcome applications from people who can demonstrate transferable skills and enthusiasm for the arts and technology.

Skills	Attributes
<ul style="list-style-type: none"> <li>• A willingness to learn new skills including software, audiovisual equipment, event management and communication tools.</li> <li>• To have a flair for detail - can you spot typos, poor grammar, calendar clashes and broken web links?</li> <li>• Efficient communication skills with good written English and Maths.</li> <li>• To be available on a Monday, Tuesday, Thursday and Friday - with some flexibility.</li> <li>• To have a local knowledge of some of the arts and cultural organisations in North Kent.</li> <li>• Be happy to undertake a DBS check.</li> <li>• To prove you have the right to work in the UK.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in organising activities and events, preferably within the arts, including online.</li> <li>• To be an organised and creative person who works well under pressure and likes to solve problems.</li> <li>• Ability to use your initiative and manage your time effectively.</li> <li>• A collaborative person who likes to work with others and would be comfortable liaising with artists, partners, community groups, technicians and venues.</li> </ul>

### Eligibility

Due to the criteria of the funding of this position, to be eligible to apply for this role you must be:

- Aged between 18 and 24 at the time of appointment
- Currently residing in one of the following districts of South Essex or North Kent: Basildon, Canterbury, Castle Point, Dartford, Gravesham, Medway, Southend, Swale, Thanet or Thurrock.
- Not currently in employment in a role within the creative industries.
- Not in full-time education or training at the point the work commences.

### How to apply

To apply please submit the following to the email address below:

1. An up-to-date CV
2. A short covering letter or a video/audio recording outlining what you would bring to this role and how you meet some or all of the criteria outlined above.

For more information about this role and to apply please contact:

Janet Moore, Co-Director at [janet@sparkedecho.org](mailto:janet@sparkedecho.org)

The Re:Generation 2031 team are also available if you need any support applying for this role, such as writing a CV or preparing for an interview. Please email Project Assistant Alice Heggie at [a.heggie@kent.ac.uk](mailto:a.heggie@kent.ac.uk) for more assistance or guidance.

Creative Estuary is supported by the Department for Digital, Culture, Media and Sport's Cultural Development Fund which is administered by Arts Council England.