

stellar projects

Freelance Assistant Producer - Job Description

Responsible to: Artistic Directors Stellar Projects

Contract: Freelance

Start Date: August - December 2021

Fee: Up to £4400 - to work over a 5-month period calculated @ £100 per day, based on anticipated 2 days per week with flexibility around events.

Background to Stellar Projects

Stellar Projects is based in the Tees Valley and produces creative projects and imaginative events. We have a passion for creating amazing collective experiences, for making those 'you just had to be there' moments. Our projects bring people together, using innovative approaches to create events that amaze and entertain. Our main area of expertise is in producing outdoor events for family audiences and we are experienced in engaging local communities in a range of creative projects.

Our Values:

- To create inspiring projects and events for family audiences across the Tees Valley and beyond, adding a little joy to the everyday
- To engage local communities in a range of creative projects
- To bring people together in colour, creativity and celebration
- To work in collaboration with local partners to increase creative activity across the Tees Valley
- To collaborate with and commission artists in the Tees Valley and nationally to create and present work
- To present work across a range of artforms, presenting them in an accessible way for family audiences.

You can find out more about our work at www.stellarprojects.co.uk

Role Summary:

We are looking to recruit a freelance Assistant Producer to support the Artistic Directors across a range of projects, festivals and events working with a range of artists and creative companies. Events include Nightfall, a Light festival 2-5th December, Make & Mend Festival 12th September and other new projects and events currently in development.

Key Responsibilities:

- Support the Artistic Directors as required in the production and realisation of a range of artistic projects and events

- Support the planning and delivery of event programme content and logistics
- Support Directors to administer contracts and budgets
- Support the commissioning call outs and selection process for events/projects where required
- Co-ordinate supporting participatory programmes and activities
- Act as point of contact for and liaise with artists, freelance and temporary event staff.
- Lead on the coordination of travel, accommodation and subsistence arrangements for teams as necessary
- Set up key meetings, attend and minute take and distribute as necessary
- Research and liaise with suppliers to obtain quotes and place orders
- Act as key point of contact between artist, venue, marketing and production.
- Be responsible for managing and compiling production schedules, circulating itineraries to artists and staff.
- Support the gathering of evaluation information and visitor feedback
- Undertake any relevant administrative tasks
- Support event delivery on site during set up, event days and de-rig

Person Specification:

Working within a creative, committed and skilled team, you will be a self-starter with some experience of production and delivery of cultural projects. You will demonstrate a good understanding of the arts and culture sector within the UK. You will be keen to develop new production, development and managerial skills and wish to further your career as a producer of arts festival and events.

Ideally we would like to employ someone based in Tees Valley, North East or North Yorkshire areas. Office based and remote working are both possible and will be agreed in discussion when appointed.

Essential:

- Experience in an assistant level role producing arts projects and events
- Excellent organisational skills
- Excellent communication skills
- Strong IT skills
- Accuracy and attention to detail
- Strong interpersonal and problem-solving skills and extremely resourceful
- Ability to use your own initiative and make decisions under pressure
- Willingness to work flexible hours including evenings, and to travel nationally or internationally when required
- Based in the UK.

Desirable:

- Experience as assistant producer for outdoor arts and/or light festivals and events
- Experience of commissioning artists
- Experience of gathering quantitative and qualitative data related to audiences, experience, and engagement

- Experience of managing or tracking a budget
- Driving license and access to vehicle

Stellar Projects are committed to widening access to working in the arts and value the positive impact that difference has on our company. We are therefore particularly interested in hearing from people who are underrepresented in the sector, such as those who identify as D/deaf and/or disabled, those from low socio-economic backgrounds, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage, East Asian and South East Asian heritage and people of Middle East and North African heritage.

How to Apply:

- A written application (2 sides A4 max) or film (3min max) stating why you are interested in the post and how you meet the knowledge, skills and experience criteria
- An up-to-date CV or film (3min max) telling us about your CV
- Contact details for two referees (will not make direct contact with them without seeking your permission)

Please e-mail applications to hello@stellar-projects.co.uk

Deadline:

Application deadline is midday on Monday 26 July 2021.

Informal interviews will be held on Thursday 29 July via Zoom.