



ASSISTANT PRODUCER RECRUITMENT PACK

*C&T is a Company Limited by Guarantee. Registered in England No. 02878790 Registered Charity No. 1085653. Collar & Tie Limited, 5 Deansway, Worcester, WR1 2JG info@candt.org
www.candt.org*

This Information is available in a variety of formats including Large Print.

JOB TITLE ASSISTANT PRODUCER

**Reports to: Paul Sutton, Artistic
Director**

**Duration: Initially 12-month fixed term
contract**

**Salary : £25,000 per annum plus
pension benefits**

**Hours: 35 hours per week including
evenings & weekends. C&T has
a TOIL (Time Off In Lieu) policy.**

**Holiday: 25 days per year plus public
holidays**

**Location: Sixways Stadium, Worcester,
but may also work from their
own workspace.**

**Travel, including occasional
overnight stays, will be required.**

About Us

Founded in 1988 C&T (Collar & TIE Ltd) is instinctively digital: bringing together drama, learning, creativity and technology in exciting and dynamic ways. We want to transform lives, learning & communities through socially engaged, hybrid practice. At the core of our work is our own digital platform called Prospero - and it is the growing success of this innovative new technology that has led us to create this new post of Assistant Producer.

We believe Prospero offers a transformative model for participatory arts. It provides C&T and other artists with a digital toolkit with which they can build their own creative learning resources & share these online. This means they can reach new audiences at scale & distance cheaply, efficiently, in ways that resonate with young people and that challenge the digital divide. It enables C&T to partner with education, training & cultural organisations who struggle with digital inclusion & engaging young people through tech.

You can find Prospero here:

<https://prospero.digital>

Our business model combines securing grants for projects, alongside online subscription income from 'Producers' who license and use Prospero as well as consultancies. We think this has exciting potential.

Our ambition is to grow Prospero as an online community of 'Prospero Producers' - practitioners, educators, young people and stakeholders, working together as a network: developing their own diverse, creative activities & sharing these resources via Prospero.

Partnership working is intrinsic. We work closely with schools, colleges & universities, health authorities, museums, care settings, learning disabled and community groups as well as arts organisations. The Assistant Producer role will enable us to grow our capacity to enable this work, just as our network of Producers grows.

We are a National Portfolio Organisation of Arts Council England and are based in

Worcester, West Midlands. Our work happens at local, regional, national & international levels, shaping a 'glocalised' practice: refracting the global through the local. We have strong partnerships with New York City Department of Education, University of Sydney, National Museums of Kenya, and many others. Whilst digital is a core part of our work, we are also about meeting and working with people in places and spaces.

What will working with us be like?

Whilst we are not short of ambition, we are still a small team. Whilst our roots are in theatre and education, digital means we always try to think differently, finding new ways of being creative, organising ourselves and making a difference. That means whilst we all have distinctive roles, collaboration and team working are paramount.

We work with a growing portfolio of diverse freelance artists and practitioners. Working with these artists will be an important part of this role.

During the pandemic we adopted Sixways Stadium in Worcester as our temporary home – and two years later we are still there! Whilst we spend time working there - sharing rooms and spaces, having meetings, planning, and collaborating - we also do a lot of remote working. We are always in touch with each other, but you'll need to be a self-starter to make the most of what C&T has to offer. Meeting partners and clients in their own spaces means an amount of travel is part of the role. Our creative work happens at the locations our partners operate from, so site visits will be part of your working hours too. The majority of these visits are in the West Midlands but as we often work in the South West, London and North of England some further travel might be required. Many of our partners are overseas, which involves staff often working abroad. International travel is not initially envisaged as part of this position, but opportunities might emerge over time, if you are interested.

Meetings will be scheduled to account for flexible working and caring responsibilities. We are committed to listening and learning and

being inclusive. Our board and staff already represent a range of lived experiences, but we are passionate about increasing our diversity. You will have access to formal and Informal training, making sure we support your professional development.

We actively encourage applications from a wide range of lived experience – from people of colour, people with disabilities including ‘invisible’ disabilities and neurodiversity such as autism and dyslexia.

We like to think we are friendly and welcoming, which we think is reflected in the fact that many of our staff stay with us for many years.

This post is initially for 12 months, but we will review progress regularly with a view to continuing the position.

What are we looking for?

We think we are on the brink of some exciting opportunities for C&T and Prospero and this role is designed to help build our capacity to maximise these.

- You will work closely with Paul to make sure our projects and programmes of work are well organised and efficiently delivered.
- Alongside these logistics, you will work closely with our freelancers and our partners/customers to make sure we are delivering on our shared priorities and outcomes.
- You will need to become a passionate advocate for Prospero, inspiring schools, organisations and other partners to be excited by its possibilities. This means you will need to be a great communicator and be part of marketing our work and services.
- You will need to have strong digital skills. You will learn to use Prospero so you can

advocate for its potential. You'll be someone who can think digitally as well as creatively.

The job title 'Assistant Producer' is not intended to suggest an organisational hierarchy (that is not how we work), rather that the role is designed to 'assist' our Prospero Producers and staff maximise their potential.

About You

- You should combine a passion for the potential of creativity in people's lives along with great organisational skills.
- You are focused, motivated and a strong listener and communicator, helping us realise Prospero projects to their full potential.
- Maybe you have worked in an administrative role or some form of producing capacity in the arts, education or creative industries or have similar relevant experience or training.
- You are passionate about the potential of the theatre and the arts to make a

difference and can embrace the potential digital technology offers to disrupt conventional ways of working.

- You will be passionate about collaborating with others but self-reliant when needing to solve problems and get the job done.
- You will know how to work within organisational systems and help us improve them as we grow.

Assistant Producer Role Profile

The post will support the development, management, production and promotion of Prospero, its creative content, its Producers, and allied artists, as well as supporting the Artistic and Creative Directors in their respective duties.

Project Management:

- Understand how Prospero works and its potential.
- Understand project briefs and contribute to their design.
- Liaise closely with customers and partners to understand their needs and the scopes of their projects, ensuring effective delivery.
- Organise project schedules, workflows and delivery.
- Co-ordinate the deployment of freelance artists and practitioners in project delivery (schedules, contracts, work briefs, etc.).
- Ensure other project logistics are managed effectively (venues, Health and Safety, Risk Assessments, etc.).
- When relevant, use Prospero's tools to collate evaluative and digital data from project activities.

Artist and Prospero Producer Liaison:

- Support the recruitment of freelance artists, staff and Prospero Producers for projects.

- Arrange artist deployment to projects.
- Liaise with recruited artists and Producers regarding project briefs, etc., and where necessary support them.
- Monitor and support artists during project implementation (organising travel, accommodation, etc.).

Advocacy, Marketing, Promotion

- Be an effective advocate for C&T and Prospero.
- Attend and contribute to meetings and conferences as required.
- Prepare promotional copy, images, video etc. for websites and social media.
- Identify new potential partners or customers.

Other duties

- Support the Artistic and Creative Director.
- Contribute to company policy development.
- Contribute to planning and writing grant applications.
- Work within agreed budgets.

- Other duties as required.

Person Specification

Desirable Skills

- Administrative experience and/or training in digital, arts, education, creative or screen sectors.
- Experience of working with artists and a variety of stakeholders/partners (schools, community groups, arts organisations, etc.).
- Strong ability to work both independently and collaboratively.
- Ability to manage own workload, prioritise tasks and work to deadlines.
- Ability to communicate clearly, enthusiastically and positively with people with a range of lived experience.
- An understanding of working with project planning systems and tools.
- An understanding of data capture, evaluation and reporting.
- Good time management and ability to meet deadlines.

- Good level of computer skills including email, Word & Excel.

Personal Attributes

- An interest in producing creative projects and/or digital content.
- A passion for the potential of theatre and the arts to change lives and communities.
- A passion for the potential of digital technology in society.
- A flexible mindset and approach - and willing to learn new things.
- A confident and highly organised working approach to planning and delivery.
- A strong commitment to equality, diversity and inclusion.
- A strong commitment to sustainability and understanding of the climate change agenda.

WANT TO JOIN US?

**If you think you are a good fit for the role,
please send us:**

- 1. A letter of no more than two sides of A4 (or a voice or video recording, maximum three minutes*) explaining why you are a good fit for the role and how you would approach the responsibilities - *you can record this on a phone or similar device - we want to listen to you, so don't worry about high production values!***
- 2. A current CV (or three minute recording*) telling us about your work experience to date - *this should give us a sense of how your previous experience make you a good fit for this role.* *For emailing large files such as a film, please use We Transfer.**
- 3. The names and contact details for two referees including one from a current or prior employer - *if you do not have a recent employer, please give us a referee who can offer to give an independent assessment of your skills.***

4.A completed Equality and Diversity Monitoring Form, submitted as an online form *this is separated from your application and will not be used in our assessment - it is so that we can judge how we are doing in our commitment to inclusive recruitment.*

**Responses (written or recorded) should be submitted via email to: APjobs@candt.org
Shortlisted candidates will be notified by 28th February 2023.**

Privacy

The information you supply on the application form will be kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process.

Here is our Application Timeline:

30th January	Applications open
24th February	Applications close
14th March	Interviews in Worcester.
17th April	Start date