

## **Trinity Community Arts**

Contract type: PAYE: fixed-term 12mth  
Job Title: Assistant Producer  
Responsible to: Programme Manager  
Team: Events & Programming  
Rate of Pay: 2 day p/wk / £8,000 pro-rata (equivalent to £20,000 FT)  
Duration: June 2018 – April 2019

### **Introduction**

Trinity Community Arts is a registered charity. Our mission is to empower communities through the arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

Based in The Trinity Centre, this much-loved historic landmark is a cultural hub for the city, where people of all ages and backgrounds can come together - connecting communities and developing people's skills through the arts and projects, such as IGNiTE Cultural Performing Arts Programme.

As part of the IGNiTE project, we are seeking an Assistant Producer who can work with us to implement our Programme Strategy and to support the IGNiTE team in the areas outlined below.

We are looking to engage with an individual who is confident, practical and resourceful. Someone who is creative and flexible, with a good eye for detail and time management and who can operate in a busy, changing environment.

### **IGNiTE**

We believe that great art is achieved through working with the widest range of people possible. This is why we created our IGNiTE programme, bringing innovative artists to inner-city audiences. Whether its dance, theatre or spoken word, we're interested in work that asks big questions about who we are and how we live.

Shows are selected by our Programming Forum to ensure our programme is relevant to people in and around Trinity. Through the programme, audiences get to explore and experience new ideas, encounter cross-cultural artists and take part in inspiring activities, including artist Q&As, workshops or within the performances themselves.

IGNiTE resident artists are supported with space to develop and showcase work as well as the chance to collaborate with communities who use Trinity to enhance their practice.

See: <http://3ca.org.uk/activities/ignite> for more information.

Or view our Evaluation Report for 2016/2018 here:

[https://my.3ca.org.uk/wp-content/uploads/2017/11/Trinity\\_IGNiTEevaluation\\_ART-min.pdf](https://my.3ca.org.uk/wp-content/uploads/2017/11/Trinity_IGNiTEevaluation_ART-min.pdf)

### **Assistant Producer Brief**

Led by the Programme Manager, you will assist in the effective delivery of our Programme Strategy in relation to the IGNiTE Cultural Performing Arts Programme.

The role is a great opportunity to join a rapidly developing participatory arts and performance programme, bringing exciting ground breaking work to Bristol and reach new audiences.

The project is now in its second year and you will be supporting the team in the following areas.

#### **Support the administration of the programme, including;**

- Contract Administration; chase up and file pre-contract information – liaising with Trinity Bookings Team to ensure all relevant information is added to the shared online calendar.
- Supporting with project logistics such as artist travel and accommodation arrangements where required.
- Organise resident artist first day inductions including: building tour, Health & Safety/Risk Assessments and meet & greet with wider Trinity Team.
- Collate and document relevant monitoring and evaluation information across the project to pass to the External Evaluator.

#### **Support the Programme Manager by:**

- Arranging Programming Forum meetings; including scheduling and minuting meetings.
- Collating and filing artist residency application packs and programme application tour packs ready for short-listing by the Programming Forum.
- Identifying and administrating go-see opportunities for the team including support with travel and ticket arrangements.
- Assisting with the recruitment and coordination of volunteer stewards for IGNiTE events and workshops.

#### **Support the Marketing & Outreach team, to**

- Publicise and disseminate Artist Residency call outs and announcements, IGNiTE Season launches and shows.
- Carry out any outreach, workshop engagements, sharings or similar elements
- Ensure all project documentation is stored and filed appropriately.

#### **Additional roles:**

- Support the IGNiTE Project Intern in their role.
- Policy/procedure; assisting with the effective implementation of finance policy and procedures, working with Trinity staff and volunteers to ensure financial policies and procedures are adhered to
- Training/meetings: attend any training or meetings that may be required in association with the role
- Other: Any other tasks that may reasonably be required in your role to support the successful delivery of the IGNiTE programme.

We are looking for a confident and outgoing person with excellent communication and people skills; able to work using own initiative and in a busy environment.

**Demonstrable experience in:**

**Essential:**

- Track record of working in a similar context, across a range of art forms and diverse cultures
- Excellent organisational and administrative skills
- Excellent interpersonal skills with a proven ability to quickly build and maintain relationships with colleagues and collaborators
- Excellent communication and negotiation skills - written, verbal and interpersonal
- Proven ability to work with a diverse range of stakeholders
- A good understanding of and empathy for working with diverse audiences
- Experience of working within production teams and technical venue teams
- A good knowledge of and interest in a wide variety of contemporary professional arts including theatre, dance & circus.
- Ability to work on own initiative as well as part of a team
- Awareness of Health & Safety legislation and experience in event risk assessment and risk-management

**Desirable:**

- Budget management skills and a track record of working within tight financial and organisational frameworks
- Experience of successful artistic project development/planning
- Marketing and event promotion skills
- Commercial awareness, strong negotiation and producing skills of across genres and differing scales of work

**Attributes:**

- Commitment to innovation, excellence and diversity
- Creative thinker, with an ability to turn ideas into action
- A warm, friendly, professional and approachable attitude
- Energetic and self-motivated
- Flexibility and an adaptable approach to work and able to learn quickly and on the job
- Interest and understanding of contemporary culture and community arts
- A willingness to work flexible hours, including some evenings and weekends
- A willingness to contribute to the efforts of the Trinity team
- An appreciation and a desire to uphold Trinity's values and ethos
- An understanding of the cultural and social landscape of Bristol

**How to Apply**

Please download and complete application and equal opps forms.

If you have any queries about the role please contact the Programme Manager, [rhiannon@3ca.org.uk](mailto:rhiannon@3ca.org.uk)



**Trinity Community Arts Ltd**  
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**0117 935 1200 [info@3ca.org.uk](mailto:info@3ca.org.uk) [www.3ca.org.uk](http://www.3ca.org.uk)**

**Deadline for applications:** Thursday 17<sup>th</sup> May 2018, 5pm

**Interview day:** Week commencing 21<sup>st</sup> May 2018

**Trinity recruitment policy:**

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding policy.

In support of the principles of the IGNiTE programme, we are actively encouraging applications from candidates from a variety of backgrounds, experiences, perspectives and from non-traditional, non-academic routes into the arts. We particularly welcome applications from sections of the community who are under-represented within publicly funded arts provision.

