

Assistant Producer

Trigger Stuff CIC

About Trigger

Trigger is a producer led arts organisation making site-specific and site responsive cross artform theatre. It puts the audience in the centre of the action, it's highly participative. The company is led by award winning Producer and Artistic Director Angie Bual and Senior Producer Natalie Adams. Trigger are based in Bristol, residents of the Pervasive Media Studio, Watershed.

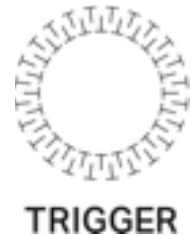


Site-specific performance
© Trigger

Current Programme

Site-specific performance

A major cultural activity planned for Plymouth's Mayflower 400 commemorative year in 2020. The project is under-wraps, but the final event will play to an audience of over 40,000 people over 5 days in August.



JOB DESCRIPTION

Job title: ASSISTANT PRODUCER
Reporting to: Senior Producer
Fee: £100 per day
Terms: Freelance fixed term position, 2 days a week
You will be responsible for your own Tax and NI
Dates: 5th August 2019 - 13th September 2019
Location: Watershed's Pervasive Media Studio
During rehearsals from 12th - 23rd August the successful applicant will be required to work their days in Plymouth
Travel & accommodation will be covered by Trigger

Job Overview

This new role is a part-time position responsible for providing administrative and producing support to Trigger's core team, based at the Pervasive Media Studio, Watershed in Bristol. This is a part-time, fixed term position working two days a week.

Duties and Responsibilities

- Assist with writing and administering funding applications, and work with the Senior Producer to identify possible funding routes
- Assisting on all producing elements including budgeting, scheduling and prop and set sourcing
- Assist with availability checks for cast, creatives and stage management teams required for productions
- Research and book travel and accommodation for project teams within an agreed budget and as needed
- Compile travel itineraries where required
- Process expenses for staff
- Obtain work permits/ forms/ visas for project teams as needed
- Support the key administration areas in the producing department including drafting of standard contracts, creation of contact sheets, production schedules and other admin tasks
- Maintain Trigger's team diary, deal with email enquiries, circulating internal information, booking rooms for meetings and auditions
- Maintaining accurate financial and statistical records as requested by the Senior Producer
- Attend site meetings & project meetings and to minute them
- Develop good lines of communication and working relationships with internal staff, artists, cast, creatives and crew across projects and core activities



- Research new approaches to fundraising from a diverse range of sources
- Assist with preparation and distribution of key papers: board papers, contracts, itineraries for projects. Take minutes for project and board meetings
- Update and maintaining the website
- Manage the social media channels for the company
- Manage invite lists and stakeholder communications

Person Specification

Essential

- A passion for and knowledge of theatre or live performance
- Excellent administration and organisational skills
- Experience of producing events
- Experience of monitoring a budget
- To have the ability to work within a small and busy team
- Strong written and communication skills
- Strong IT skills, including Excel, Word, Gmail
- Accuracy and attention to detail
- Good interpersonal skills
- High standards of confidentiality, initiative and tact

Desirable

- An interest in a career in theatre producing, arts administration/ management
- Experience of working on or supporting a number of projects simultaneously
- Experience of working in a professional producing theatre setting (this may include volunteering)
- Experience of communicating with artists and artists' agents
- An understanding of TMA /ITC and equity contracts.

Apply

Deadline: Monday 29th July 2019, 10am

Interviews: Wednesday 31st July, Bristol

Start date: w/c 5th August

Application method: Please send a CV and covering letter (no more than 1 side) to hello@triggerstuff.co.uk
In the subject line please write: **Assistant Producer application**