

October 2019

Job Title

**Assistant Producer**

**About Andro and Eve**

Andro and Eve create unique, feel good events that celebrate queer culture where everyone is welcome. We programme excellent film, performance, and music that explores queer stories, often focusing on voices that are otherwise marginalised, to reflect and celebrate the diversity that exists within the LGBTQIA community. Our approach is playful, creative, and motivated by a desire to provide accessible opportunities for the community to come together, develop their understanding, and share in memorable experiences.

We are the creators of The Kingdom Come, the largest drag king cabaret outside of London, queer party series A Reyt Queer Do, platforming new queer performance talent, and have produced several immersive film screenings. Our last such event, won ‘Best Single Event’ at the 2018 Film Society of the Year Awards.

Based in Sheffield, our programme of work has recently been funded by Arts Council England to expand our reach through South Yorkshire and increase the accessibility of our offer through an increased range of sliding scale tickets and BSL interpretation for our live performance events. We are also growing our talent development strand with the provision of drag king workshops and more opportunities for new acts to share their work with our supportive community.

Operating as a registered company for less than a year, demand for our events and work is growing, with most of our events selling out in advance. You will be part of an exciting period of growth and development for the company, helping us achieve our vision to celebrate queer culture through create memorable events to inspire.

**OUR VALUES**

**Unique & Playful**

We create high quality events and products with a sense of play, and believe creativity needs space, time and resources in order to flourish.

**Representative and Accessible**

We programme artistic content that is representative of a broad range of identities and experiences, and aim to create spaces that are accessible to all.

**Empowering and Proud**

We are proud of our lived experiences and aim to create opportunities that empower others to embrace their full selves and develop their own creativity, skills and talents.

www.androandeve.com

**Main duties of role: -**

This brand new role will assist with the work of event production and marketing as well as some support of day to day running of the organisation. It is intended that this role is offered as a way for those relatively new to the arts or events industry to gain valuable experience in producing. We are happy to discuss with candidates how and where we can best help you gain the experience needed for next the steps in your chosen career.

**Key roles: -**

**Production**

* Liaising with freelance artists and crew with event details and schedules.
* Responsible for booking artist accommodation and travel where appropriate.
* Generating audience surveys and assisting with the gathering of qualitative and quantitative data for monitoring and evaluation.
* Supporting the Creative Producer with the production of events, sourcing event infrastructure, décor and materials, helping set up events, assisting artists, crew and volunteers, and interacting with members of the public.

**Marketing and audience development**

* Working with the Creative Producer to develop and implement the organisation’s marketing and communications strategy.
* Management of activity including social media, blogs, newsletter and press.
* Responsible for maintaining audience databases.
* Outreaching to communities through online and on the ground promotional activity.

**Operational / General Support**

* Responding to general company enquiries and audience access requests.
* Managing merchandise sales and stock.
* Ensure that all policies and procedures, such as health and safety, equal opportunities and safe-guarding are adhered to.

**Experience, Knowledge and Skills**

**Essential Experience**

* Demonstrable experience of similar duties to those outlined in the job description.
* Experience of delivery of participatory arts projects in any role.
* Experience in the events or hospitality sector in a public facing role.

**Skills and Knowledge**

* Ability to work under pressure, within budget and on schedule.
* Excellent communication in written and verbal communication skills.
* Excellent attention to detail with a creative, can do attitude and approach to problem solving.
* Collaborative, with proven ability to work as part of a small team and experience of working well with multiple stakeholders.
* Confident in web based marketing including blogging, social media and use of Mailchimp.
* Good IT and administrative skills.
* An interest in and enthusiasm for our work and the queer arts sector.
* Knowledge and understanding of South Yorkshire communities and LGBTQ+ communities.
* Knowledge and understanding of equal opportunities.
* Willingness to work evenings and weekends.
* Able to travel easily to our base in Sheffield.

**Person Specification**

* Flexible and responsive and able to work within a fast paced company.
* Willingness to learn new skills and apply them with confidence.
* Confident and comfortable speaking to partners, communities and members of the public.
* A self - motivated and social attitude.

Andro and Eve may be required to adjust and grow the duties and responsibilities of the role, the above list is therefore subject to change. We will however, discuss any changes with the person appointed and ensure that hours do not go above those contracted.

**Fee: -**

£110 per day for 11 days freelance contract. Total Fee: £1210.

Roughly working 0.5 days per week. We understand the need to be able to offer flexible working and are keen to work with you to make the role fit around your other commitments.

You will be registered as self employed and responsible for your own National Insurance and tax

Please note you must be available to work full days (8 hours) on the following dates -

**Saturday 30 November** - A Reyt Queer Do. Theatre Deli Sheffield.

**Friday 20 March** - Preparation for The Kingdom Come, Abbeydale Picture House.

**Saturday 21 March** - The Kingdom Come, Abbeydale Picture House.

**Timescale: -**

Deadline: Friday 25 October 2019 at 10am.

Interview Date: Friday 1st November 2019 in Sheffield city centre.

Start Date: 14 November 2019

Flexible working between November 2019 and March 2020.

**Application Process: -**

Please send us an up to date CV (no longer than 2 sides of A4) and a covering letter (no longer than 2 sides of A4) detailing your relevant experience and reasons for applying plus details of two relevant references to hello@androandeve.com. Please also complete the Equality and Diversity Monitoring Form. Send us your application by 10am on 25 October 2019.

Please ensure that your CV and covering letter are attached to your email as separate documents and that each are titled with your name, please also ensure that your email is titled as follows ‘YOUR NAME / Assistant Producer’. Please do not put your name on the Equality and Diversity Form, but attach with your application to the e-mail.

We encourage applications from those with less visibility in the arts and are committed to a

policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnicity or national origin, gender, sexual orientation or any disability. This is why we ask you to complete the Equality and Diversity Monitoring Form so we can check our impact in this area.