



## May 2021

Thank you for your interest in the role of Assistant Producer with Andro and Eve. You'll find everything you need to know about the role and how to apply below.

Should you have any questions or would like to have an informal conversation about the role before applying, there are further details in this pack about this.

Job Title

**Assistant Producer**

## About Andro and Eve

Andro and Eve is a not for profit arts organisation that creates unique, feel good events to celebrate queer culture. We programme 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.

Based in Sheffield, 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 talent development strand has seen us deliver drag king workshops both online and in person, and an online Cabaret College. Before 2020 we had produced one queer cabaret in Doncaster, and have continued to work with communities across South Yorkshire and the UK throughout the pandemic.

Our programme of work has adapted to the challenges of the COVID-19 pandemic. In 2020 we produced our first zine, and moved our talent development workshops online. We also developed a Gender Awareness Training package and are now delivering this online to organisations throughout the North of England. This has enabled us to continue to support queer artists and our LGBTQ+ community throughout 2020 and into 2021.

## Future Work

We have recently been funded by the National Lottery Community Fund to produce another zine. Working with zine and textile artist Seleena Laverne Daye and poet Ella Otomewo, we will collect the stories and creative work of LGBTQ+ people from across the North of England for inclusion in a zine to be published in Autumn 2021.

The aim of this project is to connect different generations of LGBTQ+ people. We are very aware of the isolation younger and older people may have faced owing to the pandemic and our Community Zine project will provide social connection and positive experiences for our LGBTQ+ community.

In July and September we will offer online and in person creative workshops both for members of the public, and specific groups to participate in, to ensure our zine project connects with a wide range of LGBTQ+ people.

We also have a digital queer performance in development for early Autumn along with a photography engagement project planned for early summer.

## About our Team

We are a small team supported by a Board of Directors who have a wide range of business, finance and HR experience. The current team includes an Artistic Director / CEO and an Assistant Producer. We also work with a core team of volunteers who support our events and marketing activity.

We ensure our team has adequate support and training to do their jobs effectively and we provide regular check ins for all.

## 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.

We are committed to working in ways that fight structural inequalities and systemic oppression, and support anti racist practices.

[www.androandeve.com](http://www.androandeve.com)

## About the Role: -

We use the term 'producer' to mean someone who makes things happen. This role will assist with the work of programme production and marketing. 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.

We will also be offering the successful candidate three x 1 hour coaching sessions with an independent life coach to be used in whatever way feels useful for you at this point in your career.

## Responsibilities

### Producing Support - Zine Project

- Liaising with the lead artist, coordinating submissions / briefs.
- Responsible for sourcing quotes for printing in liaison with lead artist.
- Support processes in the production of printed zine where appropriate.
- Attend meetings related to the project, recording actions and outcomes.
- Supporting the Artistic Director to ensure the project stays on schedule and works to budget.
- Supporting the Artistic Director with the production of events, where necessary, and assisting with enquiries / access requests from the public.

### Marketing and audience development

- Working with the Artistic Director to develop and implement the organisation's marketing and communications strategy.

- Delivery of marketing activity including social media content, blogs, newsletter and press releases.
- Management of social media accounts where appropriate.
- Updating the Andro and Eve website with relevant information to enhance its reach.
- Outreaching to communities through online communications and promotional activity.
- Responsible for maintaining audience databases.

### **Evaluation / Monitoring**

- Generating audience surveys and assisting with the gathering and collating of qualitative and quantitative data for monitoring and evaluation.
- Gathering and inputting data to support the preparation of final evaluation report.

### **Operational / General Support**

- Ensure that all policies and procedures, such as health and safety, equal opportunities and safe-guarding are adhered to.

### **Person Specification**

These are the skills, experiences and qualities we think are either required or desirable for this role.

#### **Experience**

- Experience working in the arts and culture sector, or relevant transferable experience.
- Experience of working in any sector in a public facing role, demonstrating an ability to communicate with and support members of the public.
- Experience of developing and delivering social media / online marketing content.

#### **Skills and Knowledge**

- Strong communication, teamwork and interpersonal skills
- Excellent written communication skills with good attention to detail.
- Strong organisational skills, with ability to plan, manage time and meet deadlines.
- Understanding of SEO and how to use social media platforms effectively.
- Good IT skills with working knowledge of Microsoft Word and Excel
- Knowledge and understanding of Equality and Inclusion.
- Able to upload and manage website content.
- Able to support others to create inclusive, supportive and accessible spaces.

#### **Qualities**

- An interest and enthusiasm for the work and values of Andro and Eve.
- Understanding of, or interest in learning about participatory arts practices.
- A positive attitude to problem solving and ability to work to own initiative.
- Flexible and responsive.
- Willingness to learn new skills and apply them with confidence.
- Willingness to work evenings and weekends.

#### **Desirable**

- Experience of working on participatory arts projects in any role.
- Experience of audience / customer data collection, monitoring and using Google Analytics.
- Experience using Mailchimp
- Experience using Google Suite / Google Forms.
- Safeguarding understanding and experience.
- Familiarity with South Yorkshire communities and / or Northern LGBTQ+ communities.

## **Contract Details**

Responsible to -  
Artistic Director

Contract Type  
Freelance. To work ideally between 13 Jul - 12 November 2021

Fee: -  
£120 per day for 10 days freelance contract. Total Fee: £1200.  
Please note, subject to funding there may be scope to offer additional hours of working both in the period of this contract and beyond.

Benefits  
Three x 1 hour coaching sessions with an independent life coach to support personal or career development.

Location  
Sheffield, with remote working in place until at least August 2021. We welcome requests for further flexible / home working after this point, we want you to feel supported and comfortable throughout this role.

Hours  
Flexible. A working day is 7.5 hours. This role will require some evening work and possible weekend working. We will aim to give at least 6 weeks notice for any weekend work.

Roughly working 0.5 days per week. We are keen to work with you to make the role fit around your other commitments.

Please note you must be available to work on the following date -

**15 July** - Online Zine Making Workshop (Early evening).

References  
Any offer is subject to receipt of satisfactory references.

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

**Application Deadline:** Midday Monday 28 June 2021

**Interview dates:** w/c 5 July

**Start Date:** 13 July (though this is flexible - ideally starting no later than 20 July).

As well as supporting a wide range of artists, our team have lived experiences that enable them to support inclusive practices. We particularly encourage applications from those currently under-represented within the UK arts sector, including those of Black, Asian or global majority ethnicity, those who have faced socio - economic barriers, those who identify as LGBTQI+ and those who are disabled or neurodiverse.

## To Apply

### Access and Inclusion

If you require this Recruitment Pack in a different format please don't hesitate to let us know. Contact [hello@androandeve.com](mailto:hello@androandeve.com)

If you have any other questions or would like to discuss the role further, please contact Finn Warman Artistic Director / CEO at [hello@androandeve.com](mailto:hello@androandeve.com)

Applications to be sent to [hello@androandeve.com](mailto:hello@androandeve.com) with the subject marked - 'Application - Assistant Producer'.

### Deadline for Applications - Midday Monday 28 June

**Please send us a covering letter** (no longer than 2 sides of A4) or alternatively a video / audio file of no more than 8 minutes in length, detailing your relevant experience and reasons for applying for this role, keeping the Person Specification in mind.

**Please also send us an up to date CV** (no longer than 2 sides of A4). It is not necessary to list your education details if you don't want to. You do not need any formal qualifications or a degree for this role.

We do not expect you to submit references at this stage of application, but please have two people in mind who know you in a professional capacity that, if successful, we will contact as referees.

Please ensure that your CV and covering letter are attached to your email as separate documents and that each have your name in the title.

Please also complete the Equal Opportunities Monitoring Form found online here > .  
<https://forms.gle/3W9VJ1ukwcZeQ8wZ9>

### Checklist when applying

- Covering Letter (or video / audio file)
- CV
- Online Equal Opportunities Form (link above)

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 Equal Opportunities Monitoring Form so we can check our impact in this area.