



Assistant Producer Applicant Information Pack

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A home for the extraordinary

We harness the incredible power of art, creativity and collective imagination to create a better future for everyone. A future that is more inclusive, more sustainable and more equitable.

Mission

We work with extraordinary people to create ideas that reimagine what's possible, inspiring positive change for both individuals and their communities.

We love to take creative risks, providing people who are often underserved or ignored by others, the space and the freedom to share bold new ideas that can inspire us all.

We are a learning organisation, and we're open about the times we succeed spectacularly and fail gracefully, as we believe this transparency helps us all to achieve extraordinary things.

Values

We live by the old town hall motto, inscribed on our beautiful building;

Not for me, not for you, but for us.

This is our guiding principle; our code of conduct, the north star for everything we do. Our aim is to always work compassionately, collaboratively and generously with others for the greater benefit of everyone.

Introduction & How to Apply

Thank you for your interest in the role of Assistant Producer at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the online application.

All applications must be submitted by 10am **1 July 2024**. Successful shortlisted applicants will be invited to attend an interview during the week commencing **8 July 2024**. Interviews will take place in person at Battersea Arts Centre. We can provide a BSL interpreter if required.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector. If you share a commitment to BAC's mission and values, we want to hear from you.

We may contact candidates before the closing date and BAC reserves the right to close submissions for this role early, should a suitable applicant be found, so please **apply as soon as possible**.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at recruitment@bac.org.uk.

We look forward to receiving your application

Project Working

BAC operates a project working structure, which means that teams and team members work flexibly across projects to deliver activity.

Project working is about working collaboratively and bringing out the best in all our staff. It's a structure that recognises people's strengths and specialisms, creating an innovative and open working culture.

Our projects all sit underneath the following areas of work:

- **Creative Impact:** our programme of work that supports artists, young people and communities, via public programming, creative development programmes and access to the venue.
- **Commercial Enterprises:** income generating activities including commercial events, building hires and retail.
- **Continuous Improvement:** projects that improve the way BAC works to make it more effective, efficient and equitable.

Working at Battersea Arts Centre

BAC's office is an open-plan shared space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles, uphill. There is a disabled parking bay on Theatre Street next to the building. There are accessible toilets and a mix of loud and quiet spaces.

BAC is an innovative and diverse organisation and has around 60 members of staff. A culture of development and support is fostered through a combination of line management, in-house coaching, and individual supporter and mentor schemes.

BAC operates a **Dynamic Working** policy. This means we aim to create an environment that values experience and empowers colleagues to balance their professional and personal lives. It promotes inclusion and considers our whole team, creating a culture that respects the 7 day a week operational venue, with a range of skills, roles and requirements. The office is open every day from 9am and staff are on site at various times depending on their roles. Most meetings take place between 10am and 4pm and many of these will include an option to join online.

In general, those with admin focused roles work during the week and do a mix of days in the office and alternative locations. More operational roles are led by the programme of activity taking place in the building. Flexible working is welcome and agreed between the employee and line manager.

The role will involve some meetings, communicating via phone / video, email and in person, and using a computer for several hours across the day. Some evening and weekend work will be required as part of this role, plus travel to external partner meetings and events if the role requires it.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC.

The Role

Responsible to: Programme Producer

Working Closely with: The Producing Team

This role will be part of BAC's **Producing Team**. It may be expected to contribute to a range of projects, but the role will primarily support on our Public Programme, Creative Development and BAC Next Gen work as set out below.

General Description

We are seeking a highly motivated and organised individual to join our team as an Assistant Producer. This role will work closely with Producers and support the planning and delivery of the Public Programme, Creative Development and BAC Next Gen projects.

From coordinating spaces to supporting creatives in the building to deliver their projects, you will have the ability to manage many tasks simultaneously. Working collaboratively with people from across the staff team, as well as artists and freelancers, you will be approachable and organised in supporting the delivery of a programme of events, shows, workshops and residencies. The Assistant Producer role focuses on administrative support work, alongside on-the-ground producing support for the activities in the building.

The culture at BAC is a collaborative and open one. We work in an open plan space with no closed private offices and frequently work across teams and roles. We are lucky to have an outdoor

terrace adjoined to the office which is particularly nice in the summer months. There's a good culture of people taking lunch breaks away from desks and two equipped kitchen and eating areas where the team tend to spend their down time. We organise regular social events and things can get competitive at our annual sports day and Christmas quiz. Though to be clear, spectating is respected as much as taking part here at BAC!

Role Responsibilities

Job Area	Description
Administration	<ul style="list-style-type: none"> • Support drafting and management of the contracts for shows, residencies, tours, and festivals, and commissions liaising with Producers; • Support Producers by drafting contracts for artists and production staff. This will be a mixture of PAYE, creative freelancers and freelance support workers such as producers, facilitators, designers and evaluators; • Support Producers with reporting, such as the ACE annual survey, PPL PRS submissions and other reporting and licensing, as required; • Coordinate documents, tools and software used by the wider producing team including Artifax and Sharepoint; • Support Producers with general administrative tasks as required.
Producing	<ul style="list-style-type: none"> • Act as the first point of contact for residency artists;

	<ul style="list-style-type: none"> • Welcome artists into our building; • In collaboration with Creative Development Producer, support the planning and delivery of BAC's Creative Development activities including artist liaison, artist care, co-ordinating with technical and operation teams; • In collaboration with Programme Producer, support the planning and delivery of BAC's Public Programme including wraparound activities, access and post-show discussions; • In collaboration with Next Gen coordinator, support the planning and delivery of BAC's Youth Academies, Young Producers Programme, and Homegrown Festival.
Coordination	<ul style="list-style-type: none"> • Coordinate spaces across the building for creative activity; • Support with project meetings, taking notes, actions IT support and other aspects of set up as required; • Source props, stationery and equipment for activities; • Support the coordination and administration of international travel permissions, including processing creative worker COS's; • Organise travel, accommodation and hospitality as required; • Provide practical, on-site support for activities such as shows, conferences and festivals, as required; • Support the Next Gen team in co-ordinating travel and attendance of young participants at relevant events;

	<ul style="list-style-type: none"> • Coordinate accommodations for artists in artist bedroom onsite at BAC.
<p>Communication, Relationships and Access & Inclusion</p>	<ul style="list-style-type: none"> • Support Producers with artist hospitality for shows and residencies, ensuring access requirements are met and that all artists and company members have key contacts available to them during their time at BAC; • Work closely with Communications teams for social media activity arounds artists in Creative Development; • Assist with management of general email correspondence, invites, newsletters and mailouts, and programming enquiries through the Producing inbox; • Work with the Producers and the Inclusive Practice Team to continually develop and improve access for artists.
<p>General Tasks</p>	<p><i>Broader expectations of the role that may occur</i></p> <ul style="list-style-type: none"> • In collaboration with your line manager, identify and attend professional development and training opportunities; • Work in accordance with BAC’s Code of Conduct and all organisational policies, such as Safeguarding, Health & Safety, Environmental and Access & Inclusion; • Undertake any other duties as reasonably required by BAC’s leadership.

Person Specification

When we shortlist, we use these criteria to select the best matched candidates.

Criteria	Essential	Desirable
<p>Knowledge: the understanding of a subject or information that a candidate has</p>		<ul style="list-style-type: none"> • Knowledge of UK performing arts sector
<p>Experience: the practical application of the knowledge that a candidate has acquired through working or living</p>		<ul style="list-style-type: none"> • Previous experience in a similar role in organising or supporting creative events, or youth programmes or community projects
<p>Skills: the specific abilities that a candidate has acquired through practice or training</p>	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal, with ability to liaise confidently with people at all levels to ensure clear information flow between creatives, Producers and internal teams; • Excellent administrative skills with a strong attention to detail and a solid 	

	<p>understanding of Excel, Outlook and Word and the ability to ensure accurate and timely information updates;</p> <ul style="list-style-type: none"> • Strong organizational skills with ability to manage multiple tasks and priorities effectively; • Ability to work collaboratively with various teams; • Demonstrates a personable and calm manner even when unexpected challenges occur 	
<p>Values: the behaviours a candidate should be able to demonstrate</p>	<ul style="list-style-type: none"> • An interest in developing career in producing; • A passion and commitment to arts with a social purpose; • A commitment to Battersea Arts Centre's mission & values; • Willingness to take part in professional development opportunities and to develop new skills. 	

Terms & Conditions

Salary: **£24-27k** (dependant on experience) gross per annum

Hours: **35** hours per week, excluding a daily one-hour lunch break.

This role is 5 days a week Monday-Friday; usual office hours are 10am-6pm. We offer flexible working where possible.

Occasional evening and weekend work will be required. All staff at Battersea Arts Centre are expected to attend performances and events, and be a part of the artistic life of the organisation.

Overtime: No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.

Annual Leave: 4 weeks per year, pro rata (5 weeks following one full year of service)

Probation period: **6 months**, with a 3 month review

Notice period: **1 month**

Contract Period: **Permanent**

Workplace

Pension Scheme: BAC's pension scheme is provided by NEST

Staff Benefits

Complimentary tickets for performances at BAC (subject to availability and staff ticket policy)

Cycle to Work Scheme

Discount in the BAC cafe (subject to discount policy)

5 Development Days, pro rata