

TRIGGER

## Assistant Producer at Trigger

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If you would like this document in a different format, please contact our Finance & Operations Manager on [natalieskidmore@triggerstuff.co.uk](mailto:natalieskidmore@triggerstuff.co.uk)

### **ABOUT TRIGGER**

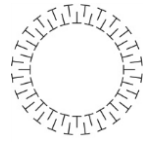
Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces, and put audiences and togetherness at the heart of everything we do.

Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens.

We showcase new, emerging, inspiring talent. Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.



Trigger is led by Co-Directors Angie Bual and Natalie Adams. Trigger is a registered Charity and a Community Interest Company (CIC) based in North Somerset. [www.triggerstuff.co.uk](http://www.triggerstuff.co.uk)



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## JOB DESCRIPTION

### ROLE SUMMARY

Responsible to: **Senior Producer**

The Assistant Producer works closely with the Producing Team at Trigger, providing vital support to the producing and delivery of Trigger's work. The role also provides support to the Co-Directors with the promotion and development of Trigger's vision and mission.

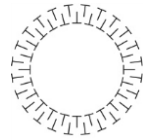
This role is suited to anyone currently working in any sector and wanting to explore a career in the arts. You will gain excellent and invaluable skills in producing and delivery of high quality public arts and cultural events. Working closely with experienced Senior Producers you will form a solid foundation for making your first steps into a producing and arts management career.

You will be creative and proactive; highly organised with excellent administration skills. Able to prioritise a shifting workload and confident communicating with managers and directors.

### RESPONSIBILITIES

Producing:

- To support the Producing Team with producing and delivery of Trigger's programme.
- To take responsibility for production administration areas including creation of contact sheets, production schedules and researching/booking travel and accommodation, maintaining project files and folders and ensuring a tidy and up to date server, printing, and other administrative tasks for the producing team as and when required.
- Organising, scheduling and minuting production meetings, debriefs with creative project team, venue partners and other stakeholders.
- Researching and contacting potential partners. Creating and maintaining databases to support project delivery including prospect partners and touring/ presentation venue & partners. Respond to project outreach enquiries and needs, updating contacts.
- To manage the producing and project calendars and coordinate meetings across the core team, and with external creatives and collaborators.
- In consultation with the Senior Producer and Project Production Manager lead availability checks for creatives and stage management teams required for projects.
- To support casting on projects where necessary, including availability checking of performers and coordinating auditions.
- Research locations, communities, and current trends in the cultural sector for the project needs as required.
- To source rehearsal space/ meeting rooms and any other project specific assets or sites, as required and within budget allocation.
- To source rehearsal or project resources/material as required within the budget allocation.
- Support applications for licences and permission where required.
- Compiling project information packs and event plans for project teams.
- To secure accommodation, travel and flights for project teams working with us as required, keeping accurate financial records and updating project budgets with costs.
- To secure relevant visas and work permits for project teams, assisted by the Finance & Operations Manager as required.



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- To support with writing and development of tour packs for all projects as required from the Producing Team.
- To manage the press/VIP night invites list and work with the Senior Producer and Finance and Operations Manager to ensure the smooth running of press nights.
- Producing extra events and/or engagement events such as talks and workshops, with guidance and direction from the Senior Producers and Producer.
- Keeping log of production items in storage and managing logistics for getting equipment to production sites.

#### Executive Assistant:

- To act as assistant to Co-Directors and to fulfil any duties as required.
- Support the collation and submission of expense reports for the Co-Directors.
- Arrange and book travel and accommodation for Co-Directors for project specific travel & research and advocacy trips.
- Diary management for Co-Directors and including creating itineraries.
- Support the Co-Directors with the creation of powerpoint presentations, portfolio and asset desks for presentations and speeches as required.
- Supporting the Co-Directors with research and notes for key note speeches as required.

#### Fundraising:

- Support all staff with fundraising applications, providing company information, and helping where needed.
- Research funding opportunities for Trigger. Populate and maintain the company Fundraising Tracker, keeping it current and up to date.
- Opportunity to support the Senior Producers and lead on bid-writing and fundraising applications, as required.
- Support the Co-Directors, Senior Producers, Communications & Marketing Manager to prepare reports to stakeholders.

#### Marketing & Communications:

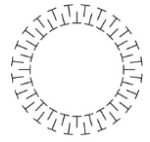
- Support the Senior Producers and Communications & Marketing Manager to ensure all marketing materials reflect the agreed arrangements with partners, creative teams and casts.
- Support the Marketing and Communications Manager to ensure project websites are up to date, providing up to date information.

#### Audience Development & Evaluation:

- To assist in the collection of evaluation and monitoring data, and generation of reports.

#### Financial:

- Contribute to the management of project budgets, in liaison with the Senior Producer and Finance & Operations Manager.
- Assist with gathering all production expenses, receipts, and invoices for running budgets and cashflow.
- Update travel, accommodation, and credit card expenditure logs.



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#### Management & HR:

- To play an active part in development, promotion, and implementation of company policies (including sustainability, safeguarding, health & safety, equality, and staff handbook).

#### Operations & Administration:

- Lead on and manage the Company Programme schedule, ensuring key project dates are reflected in the calendars in liaison with the Team Support Officer.
- Scheduling and diary management for the Co-Directors and Senior Producers as required and in liaison with the Team Support Officer.
- Draft deal memos for the production of contracts for project teams as required by the Senior Producer and update the Contract Tracker with any new contracts for projects.
- Work with Team Support Officer to process DBS checks for project teams as required.

#### General:

- Full participation in company activity, meetings, and processes. Attendance to regular Trigger and industry events.
- Advocate for and champion the work of Trigger and the company.
- Any other duties as required by the company in order to fulfil its objective.
- To act at all times in the best interests of the Trigger.
- To be an enthusiastic advocate of Trigger and have a thorough understanding of the company's mission, vision and aims.
- Support in cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant.
- Advocate and champion, the work of Trigger and the company within the Southwest, the arts sector and beyond.
- Undertake any additional tasks as may be required by the Co-Directors.

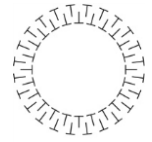
#### Knowledge & Experience

##### Essential

- Proven ability to manage and prioritise multiple work-streams with a range of deadlines.
- IT literate, with a good working knowledge of Microsoft Office packages and Google Drive.
- A high level of organisational skills with accuracy and attention to detail.
- Proven ability to communicate in a timely and professional manner with a variety of stakeholders.
- Interest in the arts

##### Desirable

- Previous experience working in event management or in arts and culture
- Previous experience working in an Executive Assistant / PA support role
- Experience of website content management systems and uploading copy and images.
- Experience of using a range of social media outlets for a company/ organisation.



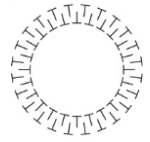
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SUMMARY OF TERMS - TRIGGER ASSISTANT PRODUCER

SALARY:	£25,000 per annum
CONTRACT:	Full-Time
ANNUAL LEAVE:	25 days holiday per annum + UK bank holidays. (Holiday year runs 1st January to 31st December).
PENSION:	3% employer contribution
WORKING HOURS:	Standard 40 hours (including lunch break) per week (usual office hours 9am-5pm). Due to the nature of the role, some evening or weekend work may be required and Trigger offer a TOIL policy.
FLEXIBLE WORKING:	Trigger offer a flexible working policy working from home on Mondays and Fridays and from the office Tuesday – Thursday.
4 DAY WEEK TRIAL:	Trigger are currently part of the UK's 4-day week trial working Monday to Thursday. This will be reviewed in September 2023.
PROBATION:	Three months, during which, either party may terminate the contract with four weeks' notice.
NOTICE PERIOD:	Three months following the successful completion of the probation period.
PLACE OF WORK:	The Old Post Office, High Street, Blagdon, North Somerset BS40 7RA.

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## HOW TO APPLY

If you wish to apply for the position, please provide the following information by 9am, Thursday 3<sup>rd</sup> August 2023:

- A comprehensive CV detailing your education & previous, relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form (to be found on our website [www.triggerstuff.co.uk/join-us](http://www.triggerstuff.co.uk/join-us))

Applicants should also provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Should you wish to apply in an alternative format please email us at [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).

Please submit your application by email with 'Assistant Producer' in the subject line to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).

## RECRUITMENT TIMELINE

Application Deadline: 9am, Thursday 3<sup>rd</sup> August 2023

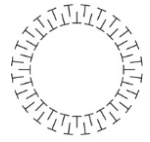
### Interviews

First round: Week commencing 7<sup>th</sup> August 2023

Second round: Week commencing 14<sup>th</sup> August 2023 if required

Please do let us know within your application if you are not available during this time for an interview.

**Contract commences: As soon as possible.**



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## **EQUAL OPPORTUNITIES**

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Flexible working is considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.