Assistant Producer

Recruitment   
pack

# About HOME

Thank you for your interest in this role at Greater Manchester

Arts Centre (HOME).

HOME first opened its doors in May 2015: a new, £25m multi-art

form venue for Manchester operated by Greater Manchester Arts Centre (GMAC).

Since opening, we’ve achieved a lot. In the first three years,

we welcomed over 2.3m visits to an international programme

of over 20,000 events in our cinemas, theatres and galleries.

We became one of the few UK organisations to produce new

work across theatre, visual art and cinema. Our engagement

team worked with over 55,000 participants, and we set up

a dedicated Talent Development team to support and build

the creative potential of artists in the region.

HOME is an open and social space for the curious from all

our communities, future artists and producers of work that

is provocative, playful and contemporary, of Manchester and

the world. HOME curates engaging, international, high-quality

work, and serves to develop art and artists at of all stages

in their careers. This is done across:

* Two theatres: c.500 proscenium arch theatre (T1),
* and a flexible c.130 seat Studio theatre(T2);
* 500m2 contemporary exhibition space;
* Five state-of-the-art cinema screens presenting one of the
* most celebrated independent film programmes in the UK;
* Rehearsal and development spaces.

HOME is also a thriving cultural business, with a highly

successful bar and restaurant, growing events and hires

business, a fine retail offer, and an international publishing

arm (Cornerhouse Publications).

# Home’s Mission

HOME is an open and social space place for the curious from   
all our communities, future artists and producers of work that   
is provocative, playful and contemporary, of Manchester   
and the world.

# Home’s Vision

HOME is central to making Greater Manchester a major city celebrated for its’ distinctive art, art that enriches the lives and   
life chances of its’ people, a magnet for artists and creatives with the highest engagement in the arts in the UK.

HOME’S VALUES

Creativity

Bringing imagination, resourcefulness and innovation to our work

Pioneering

Leading the way, breaking new ground, being ahead of the curve, taking risks

Collaborative

Seeking out opportunities for sharing and partnership

Engaged

With our city region and the wider world, with art   
and artists and with ideas and issues

Open

Welcoming and engaging with multiple voices,   
ideas and perspectives

Rigorous

Striving to do the best work, valuing quality.

**Job Description**

Job Title:  **Assistant Producer**

Team: **Programme**

Responsible To: **Head of Programme**

This role works closely with and supports the Head of Programme in delivering the artistic programme at HOME. The Assistant Producer will:

* Take responsibility for the delivery of agreed productions and projects
* Work with the Head of Programme in the effective planning and delivery of the Theatre programme
* Contribute ideas to the Programming team
* Help make artists welcome to the building

**About Programme Team**

The Programme Team is responsible for curation, planning and scheduling the programme for HOME. The team aims to meet the artistic and audience objectives of the organisation within agreed budget frameworks and make effective and efficient use of organisational resources and assets. This covers all aspects of HOME’s programme except for the first run film programme. The Programme Team will work in an integrated way with the Made at HOME Team to ensure that our produced work meets our audience development and artistic ambitions.

**Main Duties and Responsibilities**

Programme Planning and Delivery

* To support the Head of Programme with all aspects of producing HOME’s programme inc productions, co-productions, visiting work and festivals.
* To act as lead producer on projects, or to form part of working groups, for cross-organisational projects – as directed by the Head of Programme or Executive Director.
* To support an agreed amount of visiting productions – overseeing all logistical aspects of their arrival to HOME.
* To support one-off events (i.e. book launches) across the building, including setting and managing budgets, negotiating and issuing agreements.
* To compile FOH Notes for all productions and circulate to all relevant departments when needed.
* To ensure web-pages are kept up to date with relevant information such as running times, cast & creative team details, production trailers etc.
* To lead on the key administration areas across the programme including drafting, issuing and circulating contracts for actors and creative teams as required, creation of contact sheets, production schedules and other admin tasks.
* To lead on artist care looking at all aspects of their connection to the building to ensure they have a positive experience working at HOME.
* To liaise and work with the Made at HOME team (Talent Development & Engagement) as needed and where necessary.

To assist with delivery of events and to coordinate the smooth running of Press Nights and any other social events relating to the programme.

* To maintain and update all production related seat holds in conjunction with the Box Office team for the produced and toured in work.
* To liaise with HOME’s Communications Department on all HOME produced programmes ensuring all relevant information is provided and accurate.
* To liaise with HOME’s Communications Department over campaign plans to ensure all avenues are being explored and if any help is needed.
* To keep in touch with the industry, attending shows and sharings to inform the programming discussions for future seasons.

Administrative Support

* To maintain Artifax, the room booking software, used by HOME.
* To maintain, update and distribute the Theatre schedule.
* To deal with telephone enquiries, circulating internal information and internal post.
* To make stationery orders when necessary.
* To maintain accurate financial and statistical records as requested by the Programme Team in conjunction with Programme Administrator.
* To research and book travel and accommodation for visiting artists and companies within an agreed budget and as needed.
* To maintain and periodically update HOME’s dig list.
* To obtain work permits for visiting artists and companies as needed.
* To support Staff Welfare, Logistics, Environmental & Sustainability, Health & Safety and Wellbeing meetings.
* To ensure Theatre databases are compiled and maintained in accordance with GMAC policies on the General Data Protection Regulation to protect personal data held and/or processed by GMAC.
* To contribute the Theatre team’s news and updates weekly into HOME’s internal newsletter, Team Brief.

General

* To carry out other reasonable duties required to assist the HOME Programming Team as a whole.
* To be familiar with and be personally responsible for acting within the equal opportunities policies of HOME.
* To be an active and supportive member of the HOME staff team.
* To be welcoming and provide excellent customer care to all visitors to HOME in all departments especially visiting artists to the building.
* When needed undertake visiting company inductions to HOME in keeping with the building’s Health and Safety policy.
* To actively keep up to date with the artistic programme.
* To actively develop and implement green policies and practises for the department.
* To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of HOME.
* To attend read-throughs, previews and Press Nights and other events as required.
* To attend all weekly meetings as required.

**Salary**

£20,000

**Contract**

Permanent

**Hours of work**

GMAC Ltd has a standard working week of 40 hours inclusive of meal breaks. Standard working hours start between 8am and 10am and finish between 4pm and 6pm.

Exact hours of work as required by demands of the post.

Overtime payments will not be made, however time off in lieu, with the agreement of the Director of Finance and Operations, will be available to cover any additional hours worked.

**Holidays**

25 days per year

Pension

HOME runs a workplace pension Scheme

Other benefits

* Free tickets for theatre and cinema
* Discounts on food and drink at HOME’s bar and restaurant
* Travel schemes including cycle to work and discount bus travel

Probationary period

3 months

|  | Essential | Desirable |
| --- | --- | --- |
| Experience | Understanding of the theatre-making process.  Knowledge of the performing arts | Knowledge of the North West theatre landscape.  Knowledge of Artifax diary software.  Knowledge of contracting, company and charity legislation. |
| Knowledge/Interests | Experience of database management.  Experience of website content management systems and social media management.  Experience of working in an administrative role, preferably in an arts organisation.  Excellent computer literacy, especially with Microsoft Office. | Experience of Audience Development initiatives.  Experience of evaluation and monitoring, particularly with Arts Council England.  Experience of working in a producing theatre. |
| Skills | Excellent organisational skills and attention to detail.  Highly developed verbal and written communication skills. |  |
| Disposition & Attitudes | Flexible, creative and innovate approach to working in a variety of contexts both formal and informal.  Ability to manage multiple objectives and work across projects.  Ability to prioritise and be accurate in a busy and changeable work environment.  Committed to creating great experiences for both artists and audiences.  Confident in building relationships and collaborating with a diverse range of people.  A creative problem solver. |  |
| General | A collaborative approach and a desire to work in partnership with other colleagues and external organisations.  An informed interest in the type of work presented by HOME and its objectives.  Understanding of Equal Opportunities and demonstrable commitment to creating a diverse programme, workforce and audience.  A demonstrable commitment to equality.  Willing and able to work irregular hours – evenings and weekends as needed.  Commitment to broadening access to the widest possible audience.  The post is based in Manchester. |  |

Please complete the HOME application form telling us how you meet the Person Specification for this role return with a completed Equal Opportunities questionnaire.

The deadline for applications is **Monday 24 June @ 12 noon**

Interviews will take place **Monday 1 July**

Please email a PDF copy of your application to: Claire.Fern@HOMEmcr.org

Unfortunately, we cannot acknowledge receipt of applications. If you have not heard from us by **Wednesday 26 June,** please assume that we will not be taking your application any further.

HOME (Greater Manchester Arts Centre Limited) collects personal information when you join us as an employee, apply for a job or work with us as a freelancer. We will use this information to manage the recruitment process, conform with employment or payroll legislation, report to funders on our workforce or to comply with other laws. HOME will not share your information with third parties for marketing purposes. For more information explaining how we use your information please see our privacy policy for Employees, Freelancers and Artists at <https://homemcr.org/about/policies/privacy/>.

Closing date

**Monday 24 June 2019 – 12noon**