

**Job Description:** Festival and Event Production Assistant work placement

**Hours:** 25 hours per week - 5 hrs per week / 5 days per week with the exception of event days which will require longer days/flexible working

**Reports to:** Creative Producer

**Direct Reports:** None

**Principle task:**

To support the Creative Producer to deliver a programme of inspiring and engaging outdoor arts events and festivals produced in collaboration with community members and professional artists.

To be in attendance at performances and events in the Drill House and other locations in Great Yarmouth - providing onsite practical support as required to the production teams.

To provide logistical and administrative support to production teams for events - organising travel and accommodation, meals etc. for visiting artists and companies. Booking production equipment and materials as directed by the production manager etc.

To assist with the production of artists welcome packs, meet and greet visiting companies on assigned projects.

To help recruit, manage and motivate a team of event volunteers.

**Continual Professional Development and Training:**

- Informal mentoring provided in an 'on the job' basis.
- External training opportunities will be assessed by the Creative Producer and provided where appropriate.

| <b>Person Specification</b> | <b>Festival and Event Production Assistant Intern</b>  | <b>Essential/Desirable</b>                  |
|-----------------------------|--|---|
| Qualifications              | GCSE level or equivalent (Grade C) in English and Maths<br><br>Qualified to 'A' level or above or equivalent<br><br>Degree or equivalent in related subject  | Essential<br><br>Desirable<br><br>Desirable |
| Knowledge and Interests     | Knowledge of or interest in the arts   | Essential                                   |
| Skills                      | Good communication skills<br><br>Self-motivated, good planning, time management and organisational skills<br><br>Good level of IT skills especially in including MS Word, MS Excel and use of e-mail and internet. | Essential<br><br>Essential<br><br>Essential |
| Abilities                   | Ability to work with a wide range of people and as part of a team.   | Essential                                   |

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|            | Ability to manage own work programme  | Essential |
|            | Ability to work under pressure and prioritise                                     | Essential |
|            | Self-motivated, can do attitude   | Essential |
|            | Ability and willingness to learn new skills                                       | Essential |
|            | Ability to take instruction as well as to use your own initiative                 | Essential |
| Conditions | A willingness to occasionally work outside of normal office hours and at weekends | Essential |