



## Job Description

### Kickstart Scheme: Assistant Producer Submerge & ESDR Events

#### About Us

**Submerge (@submergefest)** is a UK-based producing organisation supporting artists who make visceral arts experiences merging contemporary performance, music and creative technology. Founded in Bristol, we presented two international festivals of contemporary art, electronic music and performance in the Southwest (2016: fathoms / 2019: belonging) before heading North and re-homing the organisation in Manchester.

In 2020 we began working in the Northwest, producing a series of new queer works with artists and communities and developing a pioneering season of artistic projects with local cultural organisations. Our next Submerge festival will launch in March 2022 in Manchester, creating new opportunities for audiences to engage with cutting-edge art, music and creative technology projects.

**Eat Sleep Drag Repeat (@ESDRvents)** is the home of RuPaul's Drag Race artists in Bristol and beyond, presenting artists from the show since September 2015. We've hosted artists such as Sasha Velour, Katya Zamolodchikova, Alaska 5000, Sharon Needles, Jinkx Monsoon and more.

ESDR are known for high quality shows with exceptional guest artists. We search far and wide for the best UK drag talent, hosted by award winning Brighton Drag Prince Alfie Ordinary. We're really proud to promote drag which doesn't discriminate; everyone is welcome at Eat Sleep Drag Repeat.

#### The role

We're looking for an Assistant Producer to join our team via the Kickstart Scheme; a 6 month paid job with a local employer, funded by the Government. It provides a fully funded job opportunity for young people to gain experience of working in some of Britain's most exciting companies.

We currently produce and manage two queer-led event and festival brands; you'll be working as an assistant producer across these two brands to support our producing team in the smooth delivery of all our projects.

We're looking for someone with a practical mind and great communication skills, who loves learning and has an interest in getting to know more about all aspects of

event and festival production. You'll enjoy being organised, using your imagination, learning new things, and you'll feel confident working under your own initiative, as well as working as part of a team.

You'll be working across our various projects helping make sure they run smoothly. You don't have to have done any producing before, but we would like you to have an interest in queer arts and culture – whether that's live performance, music, films, game, visual art, drag or any other aspect of arts and culture; we'd like to hear from you!

## **The kind of work you'll be doing**

The role will include

### 1) Contributing to event planning

Ensuring everyone on a project has the right information, doing research about artists and venues, and assisting with everyday marketing and communications tasks such as compiling content for our social media channels and putting together images and words for our website and publications.

### 2) Pre-event administration

Practical things like booking travel and accommodation, joining in with and taking notes at meetings, and liaising with venues and producers.

### 3) On the ground running of arts and nightlife events

Taking care of artists, helping keep events running smoothly and to schedule, assisting with last minute needs such as changes to artist riders.

## **Key Duties and Responsibilities**

### **Project Delivery**

- Working with creative teams, including artists, technicians and producers to ensure the smooth delivery of all our projects
- Support venue and artist booking administration
- Booking travel and accommodation
- Researching sites and locations
- Updating databases for venues, promoters, producers and funding bodies
- Compiling and uploading content for brand websites and social media channels.
- Note-taking at meetings
- Operational activities on-the-ground for our events
- Support the producing team and administrator with some basic finance tasks, as required
- Be a champion of our brands, promoting the ethos and values of the organisation with everyone we work with.

### **Fundraising**

- Research new funding opportunities for our brands and events.
- Support with the administration and submission of funding applications

## **Administration and Office**

- Assist with the archiving our events and project materials
- Be a first point of contact for incoming enquiries into the organisation
- General office and administration tasks as required to keep the office running smoothly

## **What you can expect from us**

- We will make every effort to give you a rounded, useful experience which will inform your future career.
- We will make sure you are up-to-date with developments in the company and our work.
- We will welcome into our team and we will treat you with respect.
- A positive working environment and an openness in our communications with you.
- We'll be sensitive in who we ask you to work with and aware that you'll need time to understand how our organisations work.
- We'll encourage open learning and asking questions.
- We will encourage initiative and ambition whilst providing a protective and nurturing framework

## **About You**

### **You have:**

- Some experience of administration and/or working in an office environment
- Experience of remote working and on own initiative
- IT skills and experience of using Microsoft Office and social media
- Feel confident communicating verbally and through your writing
- Ability to prioritise workload and work to deadlines
- Positive working attitude and willingness to work within a team
- Passion for arts and culture

## **Key Information**

Reporting to:	Company Director
Responsible for:	n/a
Hours:	25 hours per week
Contract:	6-months fixed-term contract
Salary:	National Minimum Wage
Pension:	Available under the rules of auto-enrolment
Location:	Manchester, working from home in the immediate term.
Holiday:	25 days plus statutory public holidays and closure over Christmas and New Year

Probation: 1 month probationary period

## **To Apply**

Please send us a supporting statement, a video or an audio file (no more than 4 minutes long) demonstrating how you meet the requirements of the role. Please also include an up-to-date CV (no longer than two sides of A4).

Our brands believe our work will be stronger with greater diversity, and would particularly like to receive applications from people who identify as part of the global majority, trans and non-binary people, and disabled applicants. We understand that we all bring our experiences, our backgrounds and our own unique lens to what we do, and in growing our team we are not expecting individuals to represent specific groups or demographics.

**Deadline for applications: 14<sup>th</sup> February 2022, 5pm**

**All applications must be made through the Job Centre via a DWP work coach.**

**Please also complete our [Equal Opportunities Demographics Form](#). Thanks!**