 

# JOB DESCRIPTION: Production Assistant

**Vacancy Ref: 1422-24**

**Job Title:** Production Assistant

# Grade: 4

# Hours: 0.82fte / 30 hours per week

**Department:** Lancaster Arts

**Directly responsible to:** Operations and Planning Manager

# Supervisory responsibility for: none

**Other contacts: Internal:** Lancaster Arts team, university staff (both academic and professional services), Room Bookings, Technical Staff, Great Hall Porters, Facilities, student/staff volunteers, student societies

**External:** Visiting artists and artist representatives, community groups, schools, external volunteers, Voluntary Services in Lancaster (Citizens Advice, Community Volunteer Service)

# Lancaster Arts: Where ideas, people and places connect

Lancaster Arts is a distinctive combined arts organisation in the North West of England and part of the National Portfolio of England (NPO). Our home is based at the Lancaster University campus, and our venues include the Great Hall, Nuffield Theatre and Peter Scott Gallery. Lancaster Arts has an acclaimed reputation for the presentation, creation and development of innovative contemporary work and works within an Arts Strategy for the university that places art and creativity at the heart of the institution.

We host a wide spectrum of events and participatory opportunities across theatre, dance, music, visual art, live art, circus, spoken word and comedy, and work closely with partners locally, regionally and internationally to achieve this. We are proud of our artist development programme, which supports and features artists at all stages of their careers. We also develop and lead on bespoke projects that connect to overarching themes in our work and respond to regional and local needs.

The Lancaster Arts team is committed to the development, production and presentation of artistic work of the highest calibre, ensuring that it reflects and speaks to the lives of our audiences, participants and artists. This commitment requires the whole team to be engaging with all stakeholders on a regular basis to enable a relevant and responsive programme. All team members are advocates for how arts and higher education can work together seamlessly for the benefit of society and the values that working in the arts brings to other disciplines, public services and civic agendas. Although roles in the organisation fall into primary functions of administrative, managerial, technical and artistic, all members of the team integrate all of these aspects into their own specific roles, bringing leadership and creativity into the ways we work together.

# PURPOSE OF POST

The Production Assistant works across all production elements of the Lancaster Arts programme, supporting the co-ordination and delivery of the public programme in the Peter Scott Gallery, Great Hall, the Nuffield theatre and external spaces, both on the university campus and beyond. The post holder will liaise closely with the whole Lancaster Arts team, in particular, the Creative Producers, Front of House, Communications and Marketing and technical staff with regard to event management, artist support, promotion and the volunteer programme.

**Key Responsibilities**

# Delivery of Programme

* Support the Lancaster Arts’ team on all programming, including technical colleagues and Front of House staff to ensure a high standard of event delivery befitting a professional high quality combined arts organisation.
* Lead on artist hospitality across the presentational programme and projects (i.e. meet artists/artist/technical team, book piano tuning for concerts, as appropriate, ensure the Green Room is welcoming and dressing rooms are tidy on day of performance,
* Support practical needs such as accommodation for visiting artists, transport needs (such as pick ups or taxis).
* Attend and occasionally facilitate a weekly Operations meeting during the public seasons to ensure quality and efficient programme delivery.
* Support the Operations and Planning manager to accurately update programming planning documentation and calendars to ensure smooth delivery i.e. room bookings, artist liaison, refreshments)
* Support Creative Producers with production needs in delivery off site, external to university
* Support the Assistant Curator to coordinate invigilation in the gallery with volunteers
* Support the Curator and Assistant Curator with installations and de-installations concerning the gallery programme

# Front of House

* Take primary responsibility for Duty Management with Front of House staff
* Support the development of interpretation materials and services (i.e. BSL interpretation; concert programmes and freesheets; signage)
* Ensure the foyer looks welcoming and tidy (i.e. promotional materials are kept up to date)

# Volunteer Programme

* Recruit, support, and coordinate volunteers, developing a training programme alongside colleagues
* Create an annual Volunteer Plan for the Lancaster Arts team and contribute to a small team working with volunteers
* Act as primary contact with volunteers on day-to-day basis, communicating operational needs to team and volunteers
* Lead on Social Media Volunteer content for existing volunteers

# Communications

* Assist with general marketing distribution (mail out of brochures, flyers, posters)
* Support marketing for workshops, special events on social media
* Support and help to co-ordinate the wrap around programme (workshops, one-off events and Creative Gatherings) with artist liaison and practical assistance
* Assist with our regular promotional stalls on campus
* Contribute to the regular monitoring of shows, events, commissions for data collection, as necessary (shared task with the team)

# General

* Be a champion for the Creative Case for Diversity of Arts Council England to ensure best practice through a proactive approach to equality, diversity and inclusion
* Ensure your activity is transparent to the whole team to enable communication and efficiency
* Contribute to subgroups in Lancaster Arts team, as reasonably requested by SLT
* Undertake professional development and any other duties, as required