

JOB DESCRIPTION
Production Assistant
Vacancy Ref: N2017

Title: Production Assistant

Grade: 4 (Fixed Term to 31.7.20)

Department: Lancaster Arts

Directly responsible to: Operations and Planning Manager, Lancaster Arts

Line Management reports: none

Contacts:

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

External: *Visiting artists and artist representatives, community groups, schools, external volunteers*

Lancaster Arts: Where ideas, people and creativity connect

Lancaster Arts (LA) is a distinctive combined arts organisation in the North West of England. We are based at the Lancaster University campus, and our venues include the Great Hall, Nuffield Theatre and Peter Scott Gallery as well as sites off campus. 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 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.

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 with partners locally, regionally and internationally. We are committed to working in close partnership with internal and external partners (e.g Ruskin Library, local arts organisations) through delivering joint projects to realise our values and achieve our goals.

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 and engage with artistic work across the region. We are keen to ensure a broad range of public access points are provided throughout our work. All team members are advocates for Lancaster Arts and how the 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 such as administrative, managerial, operational and artistic, all members of the team integrate all of these aspects into each specific role, bringing initiative, leadership and creativity into the ways we work together.

PURPOSE OF POST

The Production Assistant will work across all production elements of the Lancaster Arts programme, supporting the co-ordination and delivery of a 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.

MAJOR DUTIES

Delivery of Arts 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 and National Portfolio Organisation (Arts Council England)
- Lead on artist hospitality across programme and projects (ie meet and greeting artists/ artist representation, maintain Green room, supporting practical needs such as accommodation, transport)
- Attend weekly Production meetings (when in season) to support coordination and delivery of all programme activity as a part of the Production team, ensuring clear communication between programme team, technical staff and artists
- Coordinate the artists' workshop programme to ensure smooth delivery (ie room bookings, artist liaison), working closely with Associate Creative Producer
- Act as the primary contact for the concert programme (with volunteer support), ensuring readiness through booking piano tuning, artist liaison and preparation of all needs for artists such as ensuring dressing rooms are tidy and welcoming on the day of performance. This will entail presence at all concerts
- Support Creative Producers with production needs in delivery off site, external to university, working closely with relevant technical team colleagues
- Support the Curator and Assistant Curator with installations and de-installations concerning the gallery programme and the coordination of invigilation with volunteers

Front of House

- Share the role of Duty Management with Front of House staff
- Support the development of interpretation materials and services (ie. BSL interpretation; concert programmes and freesheets; signage)
- Ensure the foyer is welcoming and updated (i.e. promotional materials are kept up to date)

Volunteer Programme

- Assist colleagues to recruit, coordinate and train volunteers
- Develop a Volunteer plan on an annual basis and contribute to a staff team working with volunteers across the creative programme
- Act as primary contact with volunteers on day to day basis, communicating operational needs to team and volunteers (two way)
- Lead on volunteer content on social media in order to engage existing volunteers and recruit new volunteers (ie Facebook)

Communications

- Assist with general marketing distribution (mail out of brochures, flyers, posters)
- Support marketing for workshops, special events on social media
- Assist with the co-ordination of activities such as focus groups, workshops and talks
- Support wrap around programme (workshops, one-off events and Creative Gatherings) with artist liaison and practical know-how
- Assist with our regular promotional stalls on campus
- Contribute to the regular monitoring of shows, events, commissions for data collection, as necessary

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 activity is transparent to the whole team to enable communication and efficiency
- Engage/ see/ participate in a selection of Lancaster Arts programming very season (ticketed shows, commissions, etc) as part of general team support
- Undertake any professional development or other duties commensurate with the grade and as reasonably requested by the Director/ Senior Leadership Team

- Willingness to undertake some out of hours work during weekends and evenings
- Support the achievement of our financial goals, through the remit of this role.