

## Job Description

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**Position:** Assistant Producer  
**Line Manager:** Lead Producer- in house  
**Contract:** Permanent role – 30 hours per week.0.8 of full-time equivalent  
**Salary:** £27,000 FTE pro rata  
**Based at:** Farnham Maltings  
**Last Updated:** May 2024

### 1. Objectives and Responsibilities

- 1.1 To support the producing of Farnham Maltings theatre productions and events.
- 1.2 To sustain and develop cultural opportunities for children, young people and families in the Farnham community.
- 1.3 To support and work with the creative communities team to deliver a coordinated programme of work at Farnham Maltings.

### 2. Duties:

- 2.1 To support the producing of Farnham Maltings theatre productions and events.

Work with Farnham Maltings Producers to plan and deliver the project schedules of in-house productions including our Christmas production, Community touring productions and youth theatre performances, delivering actions to schedule as specified.

Arrange and coordinate all aspects of meetings and rehearsals with artists, creatives and freelancers as required including accommodation and travel needs.

Assist with the smooth running of rehearsals and production schedules, being available to support creative and technical teams as required.

Support the administration of theatre production, assisting in the effective monitoring of budgets and schedules and working with the Theatre Administrator to develop best planning tools.

Assist with coordinating and communicating the evaluation of each production including audience and artist feedback.

Take a key role in organising press night and wrap around activity for productions, liaising with key departments to achieve successful events.

Source, manage and develop freelance practitioners and volunteers who deliver and support activities.

Liaise with colleagues to discuss marketing and programming requirements for all productions and activities, producing copy and preparing images for the brochure, website and press as required.

Research artists, companies and new opportunities, providing context and updating the team on a timely basis.

Visit Farnham Maltings productions at touring venues and visit other work which may be of interest to the Maltings, providing show reports to the team.

2.2 To sustain and develop cultural opportunities for children, young people and families in the Farnham community.

Be the lead liaison with schools in Farnham and the surrounding area, building relationships and developing opportunities to connect via creative activity, encouraging schools to visit Farnham Maltings and explore opportunities for work to visit school locations.

With oversight of the Lead Producer, work with the craft, theatre and programming teams to plan and deliver a coordinated programme of children's creative activities for the school holidays.

Coordinate the effective scheduling and delivery of the Family Festival with oversight of the Lead Producer.

Work with the Youth Theatre Director to ensure the effective scheduling, coordination and administration of all youth theatre activity including productions.

Promote the youth theatre through external connections and events with schools, community, cultural and youth organisations

Sustain and nurture are relationships and opportunities with key partners such as Surrey Young Carers and deliver the Surrey Young Carers creative event alongside the Community Producer

Identify and respond to opportunities and need with considered yet timely action as required and in line with Farnham Maltings objectives.

2.3 To support and work with the creative communities team to deliver a coordinated programme of community work.

Contribute to the strategic planning and scheduling of all community focussed work.

Regularly connect with colleagues across programming, theatre and craft to ensure a cohesive and coordinated community programme, attending meetings as required and meeting income targets.

Support the Creative Communities team to plan, manage and deliver community based projects as and when required.

Work alongside the Community Producer to ensure a successful and cohesive approach to delivering community events such as *Doorstep Duets* or *Maltings at...*

Attend and support community events on behalf of Farnham Maltings where appropriate.

Represent Farnham Maltings at community networks and consultations as and when required.

#### 2.4 Other Responsibilities

To contribute generally to the work of Farnham Maltings undertaking such other tasks as are appropriate.

The list of duties above is not exhaustive and the post holder may be required to undertake other duties as may reasonably be required from time to time.

Assistant Producer Person Specification

Requirements	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>- Organised</li> <li>- Good eye for detail</li> <li>- Ability to multi task</li> <li>- Confident</li> <li>- An interest in theatre and performing arts</li> </ul>	<ul style="list-style-type: none"> <li>- An Interest in community development</li> <li>- An interest in developing creative activity for children &amp; YP</li> <li>- An interest in IT and digital development</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>- Excellent verbal and written communication skills</li> <li>- Numerate</li> <li>- Computer literacy</li> <li>- An understanding of social media platforms</li> <li>- Ability to work to deadline</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of education and schools sector</li> <li>- Knowledge of theatre production</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>- Two years relevant work experience</li> <li>- Office administration</li> <li>- Dealing with people</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of leading/managing children's creative activity</li> <li>- Experience of working with partners, particularly schools</li> </ul>
Additional Factors	<ul style="list-style-type: none"> <li>- Desire for personal growth</li> </ul>	<ul style="list-style-type: none"> <li>- Driving license</li> </ul>