Dear Applicant

### Programming and Producing Assistant

Please find enclosed an information pack for the role of **Programming and Producing Assistant** for Tobacco Factory Theatres.

Further information about Tobacco Factory Theatres can be found on our website <http://www.tobaccofactorytheatres.com/>

This application pack includes:

* Information about Tobacco Factory Theatres
* Job Description and Person Specification
* Terms & Conditions
* Application Process

Please also remember to complete the Equalities Monitoring Form and return with your application.

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact the Theatre Administrator on [theatre@tobaccofactorytheatres.com](mailto:theatre@tobaccofactorytheatres.com)

Applications by: **5pm Fri 27 July 2018**.We regret that applications received after that time cannot be considered.

Interviews: **Wed 08 Aug 2018.**

Expected Start Date: **Mon 27 Aug 2018.**

Application method: CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com). In the subject bar please write ‘**Programming and Producing Assistant**’.

We look forward to receiving your application and thank you for your interest in Tobacco Factory Theatres.

**TOBACCO FACTORY THEATRES**

We are looking for an exceptional individual to join Tobacco Factory Theatres asProgramming and Producing Assistant.

The Programming and Producing Assistant is key to the smooth running of the Programming and Producing department. This department is responsible for delivering in-house and co-productions of the highest quality, for the programming of Visiting Companies and Artists, and for delivering TFT’s Artist Development initiatives.

The Programming and Producing Assistant is line managed by the Senior Producer, and works closely with the Senior Producer and Artistic Director to offer administrative support and assist on the delivery of productions and the visiting company programme, helping ensure the smooth running of the Programming and Producing team as a whole.

**MISSION STATEMENT**

We tell astonishing stories in extraordinary ways, in our two contrasting theatres at our iconic South Bristol building. Reflecting the voices of everyone in this city, we offer an exceptional programme of live theatre of a wide range of styles for audiences of all ages and backgrounds to enjoy and take part in.

**OVERARCHING PHILOSOPHIES FOR THE PERIOD 2018 – 2022**

1. We will tell Everyone’s Stories on our stages; a programme of excellent theatre that represents and engages our diverse community, nurtures and supports local artists, and develops Bristol’s reputation as a cultural destination.
2. We will broaden our audience reach, to actively engage people living within a stone’s throw in South Bristol, who are amongst the country’s most disadvantaged, and who do not currently think that theatre is for them.
3. We will invest in the artists and audiences of the future through high quality projects and programmes for children and young people with a focus on South Bristol.
4. We will operate with our trademark spirit of warmth, welcome, accessibility and flexibility, taking care of everyone we work with and for.
5. We will balance risk taking, innovation and ambition with financial resilience and sustainability in order to underpin growth in income and activity. We are an organisation that adapts and responds quickly to change and opportunity.

Further information about Tobacco Factory Theatres can be found on our website <http://www.tobaccofactorytheatres.com/>

**JOB DESCRIPTION**

### Programming and Producing Assistant

Reports to: Senior Producer

**SCOPE**

### Programming and Producing Assistant

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**RESPONSIBILITIES**

**Duties to include:**

* To act as the main office contact for the Programming and Producing Team
* To ensure the programming and producing team and all creative teams associated with Tobacco Factory Theatres productions receive the highest level of support
* To organise quotes and hire of equipment
* To find and book rehearsal space
* To book travel, accommodation, show tickets and make any other necessary arrangements as directed by the Senior Producer or Artistic Director, for all cast and creative teams and for the Programming and Producing team
* To maintain files on all TFT productions and to ensure shows are archived
* To maintain department databases, including collection of department data to contribute to annual reviews
* To carry out research
* To take minutes at programming and production meetings
* To administrate the programming email address for the theatre and assist on sifting and considering programming proposals from visiting companies
* To administrate the contracting of shows for TFT’s programme of Visiting Companies as directed by the Senior Producer
* To assist on budget management for in house productions, as directed by the Senior Producer
* To attend press nights and other evening performances as necessary, with an average attendance of one performance per week
* To keep abreast of current live performance work in the UK
* To keep abreast of current theatre best practise
* To work with the Marketing team to update websites and social media platforms as required, for productions and for programmed shows and activity
* To assist in the creation of in-house and co-production programmes and freesheets with the Marketing team
* Any other general administrative duties as directed by the Senior Producer
* To have a good working knowledge of IT administrative and web systems and oversee the programming and producing processes of the department.

**Other Duties:**

* To attend staff meetings, season launches, press nights
* To keep abreast of all activities at Tobacco Factory Theatres
* Abide by Tobacco Factory Theatres policies
* Any other duties as mutually agreed

**PERSON SPECIFICATION**

ESSENTIAL

* At least two years’ experience of an administration/co-ordination role
* Exceptional people skills including verbal and written communication
* A warm, approachable and enthusiastic personality
* Organised with a meticulous attention to detail
* The ability to multitask in a high pressurised environment
* An interest and enthusiasm for theatre and the value of the cultural sector
* Committed to working as part of a team
* Excellent IT skills

DESIRABLE

* Experience of working within the cultural sector
* Experience of working to budgets and within financial controls

**TERMS & CONDITIONS**

### Programming and Producing Assistant

Hours per week: Full time (40 hour week).

Salary: Up to £19,436 per annum (pro rata), dependent on experience

TFAT subscribes to an auto enrolment pension scheme

Contract: Permanent

Holiday: 30 days inc bank holidays

Employer: Tobacco Factory Arts Trust

Location of post: Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF

Responsible to: Senior Producer

Trial period: Two months

Notice period: Two months

Applications by: **5pm Fri 27 July 2018**.We regret that applications received after this time cannot be considered.

Interviews: **Wed 06 August 2018**

Expected Start Date: **Mon 27 Aug 2018**

Application method: CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com)

In the subject bar please write ‘**Programming and Producing Assistant**’.