



ASSISTANT PRODUCER INTERNSHIP

Part-time three-month contract

February - April 2020

ROLE DESCRIPTION

Responsible to: Executive Director & Programme and Engagement Producer

Job Purpose: To assist the Programme and Engagement Producer with various residency and engagement projects

INTRODUCTION

Shubbak is a UNESCO award-winning festival of contemporary Arab culture and one of the largest in the UK and Europe. It has hosted five festivals on a biennial basis since 2011 and the next festival in 2021 will mark Shubbak's tenth anniversary. In 2019, the festival attracted over 65,000 audience at over 60 events across all art-forms hosted at 26 venues and locations, including the Southbank Centre, Barbican, Gate Theatre, Bush Theatre, British Library, British Museum and increasingly at venues and events outside London and the UK, such as The Lowry in Salford, Pavilion Dance Bournemouth, The Lighthouse in Poole, Fierce Festival, Bradford Literary Festival and Encounters Film Festival. In between festival years we sustain a programme of community engagement work, artist residencies and tour commissions and programmes of work. Shubbak is an Arts Council England funded National Portfolio Organisation (NPO).

KEY TASKS AND RESPONSIBILITIES

This role will principally support three key areas of artistic and engagement activity: artist residencies, our Young Advisors Programme, and our Professional Programme development. Tasks include:

1. Assisting with Shubbak's Engagement Activity
2. Assisting with community research (spaces, potential partners and participants as required)
3. Supporting the planning and scheduling of workshops, rehearsals, meetings, and other activities, as required
4. Assistance and presence during workshops, to include supporting facilitators and participants, documentation, evaluation and logistical support
5. Assistance with designing and disseminating call-outs
6. Sourcing and collating marketing assets from artists and partners
7. Assisting with related social media content
8. Assisting with booking travel and accommodation, where appropriate
9. Artist liaison (pick-ups, drop-offs) during residency periods

PERSONAL SPECIFICATION

Candidates should be able to demonstrate the following:

Knowledge, Skills, Experience

ESSENTIAL

- Genuine interest in working in an Arab arts organisation that engages young people and communities from all backgrounds
- A desire to develop a career in producing and/or participation work
- Friendly, open, and collaborative attitude
- Good verbal, written, and computer skills (e.g. word, excel, outlook, and competency in cloud-based programmes);
- Organised, adaptable, and able to prioritise

DESIRABLE

- Experience in working in an arts/culture organisation or on arts & cultural projects
- Arabic language skills
- Previous experience of community-based projects
- Up to date knowledge of Safeguarding
- Basic design and Social Media skills

Candidates from BAME or lower socio-economic background are especially encouraged to apply for this role.

TERMS AND CONDITIONS

1. This a part-time appointment of 20 hours per week, working hours as required and agreed;
2. This role is a 3-calendar month fixed-term post, with an ideal starting date of Monday 17th February and end date of Friday 17th April;
3. This role is presented on PAYE terms, but we will consider freelance arrangements where this is more suitable and/or appropriate;
4. Salary is pro rata at between £22,360 per annum. Actual gross salary paid to you will be £916.67 per month. Including holiday entitlement, hourly rate is equivalent to 2020 London Living Wage;
5. Holiday entitlement is 25 days per annum pro-rata plus public holidays during that period. Over the period of employment, this translates to 3.5 days holiday plus 2 bank holidays (Friday 10th April & Monday 13th April), which may otherwise be worked and taken as time off in lieu;
6. It is a condition of appointment that salary is paid directly into a bank or building society account;
7. The post-holder will be automatically brought into the NEST pension scheme;
8. You will be required to pass an enhanced DBS check;
9. You must be eligible to work in the UK to be considered for this role.

If you feel passionate about this role and would like to work as part of a small friendly festival team then we would be delighted to hear from you.

TO APPLY

Please email the Executive Director, Farès K Moussa at recruitment@shubbak.co.uk with the following information **by 23:00 on Sunday 9th February**:

- Covering letter of no more than 2 A4 pages outlining why you would like to work with Shubbak and how you meet the person specification.
- Full CV
- Contact details of 2 referees who may be employers and/or teachers/tutors
- Complete Equal Opportunities Monitoring form here:
<https://docs.google.com/forms/d/17c9ZgadtZuRV1hth98hcD2yO3uIKOL0vJLvR8darNt4/edit>

Interviews will be on Thursday 13th February with a view to occupying the post from Monday 17th February. Please indicate alternative availability in your application, if these dates do not match your current availability.