



ASSISTANT PRODUCER

Job Description

Responsible to: Senior Programmer & Festival Producer

Job Purpose: To assist the Senior Programmer & Festival Producer with delivery across the festival programme

INTRODUCTION

Shubbak (meaning 'window' in Arabic) supports and celebrates the diversity of Arab artists' creativity and innovation through its professional and engagement programmes, national touring and biennial multi-artform London Festival. Working nationally and internationally, we commission, initiate and develop projects that encourage a wide range of creative approaches in an artist-led process. The festival brings new and unexpected voices alongside established artists to London every two years. An ambitious programme connects London audiences and communities with the best of contemporary Arab visual arts, film, music, theatre, dance, literature and debate. The 2019 festival reached an audience of over 50,000 people in over 60 events in over 30 venues. Shubbak received the 2019 UNESCO Sharjah prize for Arab Culture.

Shubbak 2021 is planned for late June/July 2021 with a programme featuring new commissions, international and UK artists, community engagement, national touring and a talks and debates programme. Shubbak 2021 is our 10th anniversary edition. Like many arts organisations we are in the process of adjusting our vision, ambitions, plans and delivery models as a result of the impact of the Covid-19 pandemic. We are engaging in active conversations with our partner venues, funders, stakeholders and artists to re-assess the festival's content, structure and ambitions for this year.

As we progress with the planning for the 2021 festival in June - July, we're looking for an **Assistant Producer** who will principally support festival production in three key areas of activity: across the artistic programme, our Young Shubbak Programme, and our community engagement programme. It is suitable for someone at entry-level or in early stage of their career who would like to gain further experience in the arts sector.

KEY TASKS AND RESPONSIBILITIES

1. Assistance with community outreach, liaising and organising (spaces, partners, collaborators and participants as required).
2. Responsible for key administration tasks: creating schedules, timetables and contact sheets for workshops, rehearsals, meetings, and production periods, as required.
3. Contributing to designing and disseminating call-outs.
4. Submitting expenses and invoices, handling cash, and updating individual project expenditure accordingly.
5. Coordinating set-ups and sourcing materials and services needed during artistic residencies and productions.
6. Coordinating travel and accommodation.
7. Conducting research tasks.
8. Supporting the delivery of the Young Shubbak programme and overseeing event production.
9. Artist liaison and support (pick-ups, drop-offs, guidance) during residency and festival periods.
10. Assistance during workshops, panel events, professional development sessions, filming sessions and rehearsals, to include supporting facilitators and participants, documentation and logistical support.
11. Support with evaluation processes.
12. Representing Shubbak and being a key point of contact at relevant events during the festival.
13. Any other reasonable duties in line with the scope of this role.

PERSONAL SPECIFICATION

Candidates should be able to demonstrate the following:

Academic

Minimum Level 2 qualifications

Knowledge, Skills, Experience

ESSENTIAL

- Demonstrable producing experience within an arts/culture organisation or on arts and cultural projects. This may include self-generated projects, volunteer or employed positions.
- Genuine interest in working within an Arab arts organisation that engages young people and communities from all backgrounds.
- Friendly, open, and collaborative attitude.
- Reliable and adaptable to a range of individual and organisations' needs.
- Excellent communication skills: verbal, written, and computer skills (e.g. word, excel, and competency in cloud-based programmes).
- Organised, adaptable, and able to prioritise in a high-pressure environment.
- Efficient and productive, with ability to manage multiple tasks successfully.

DESIRABLE

- Arabic language skills.
- Previous experience of community-based projects.
- A desire to develop a career in festival producing and/or participation work.
- Up to date knowledge of Safeguarding.
- Basic design and Social Media skills.

We encourage those who self-identify as Black, Arab, Afro-Arab, Indigenous or Person of Colour to apply; as these groups are underrepresented within our industry nationally. Candidates who have faced access barriers to the arts (whether due to socio-economic background or other) are also especially encouraged to apply for this role.

TERMS AND CONDITIONS

1. This is a part-time post of 20 hours per week (2.5 days). The post has capacity to increase and become full-time in the lead up and during the festival, depending on need and the suitable candidate.
2. This is a 3-calendar month fixed-term post, with an Ideal starting time of 22nd of February (negotiable). A separate contract will be issued for the festival period.
3. This role is presented on PAYE terms.
4. Salary is pro rata at £22,568 per annum.
5. Holiday entitlement is 25 days per annum pro-rata plus public holidays during that period.
6. The post-holder will be automatically brought into the NEST pension scheme.
7. The post-holder must be eligible to work in the UK and be based in London preceding and during the festival period.
8. The post is normally based at Shubbak's office at the Arab British Centre, 1 Gough Square. At present all work is done from home and online. Shubbak regularly reviews its working practice in line with government guidance and negotiating with the team.

APPLICATION PROCEDURE

Please send your application to recruitment@shubbak.co.uk with 'Assistant Producer' in the subject line and the following information **by 12noon on Friday 12th 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.
- CV (2 pages maximum)
- Contact details of 2 referees
- Complete Equal Opportunities Monitoring form [HERE](#)

Interviews will be on Thursday 18th February with a view to occupying the post from Monday 22nd February. Please indicate alternative availability in your application, if these dates do not match your current availability.