

EMERGING PRODUCER PLACEMENT SCHEME – IDEAS TEST, ASSISTANT PRODUCER LIGHT NIGHTS

Creative Estuary Emerging Producer Placement Scheme: EPN's Emerging Producer Placement Scheme provides transformational opportunities for new and emerging producers in fields such as theatre, live performance, film, and digital media. Working with arts and cultural organisations, the scheme facilitates paid placements and commissioning opportunities designed to benefit both producers and host organisations in Essex and Kent.

You are Eligible to Apply if:

- Live or have a commitment to working in Essex/Kent (Estuary region)
- Self-define as an emerging producer
- Have some relevant or transferable experience
- Demonstrate within your cover letter how this will be a transformative experience for your career



Placement Opportunity: Assistant Producer Light Nights – Ideas Test

JOB DESCRIPTION

JOB TITLE: Assistant Producer Light Nights

JOB TYPE: 30 Days – contract offered for 30 days between December 2021 and mid-March 2022. Must be available 8th – 12th February 2022. All other dates to be mutually confirmed with most intensive activity taking place from beginning of January to mid-February.

START DATE: December 2021, exact date to be confirmed with successful candidate

LOCATION: Your main place of work will be the Ideas Test office at Room 5, Dragon Community Hub, 5a New Road Avenue, Chatham, ME4 6BB. with some travel to events/meetings at other locations and or online as restrictions allow.

SALARY: £3,000 fixed (£100p/d). For information on travel expenses please contact epn@essex.ac.uk directly

MANAGEMENT: you will report to the Deputy Director and will be accountable through her to the Ideas Test Director, consortium and Board. Additional mentoring available from Creative Estuary Producing team

EMPLOYER: The Assistant Producer will be employed by Ideas Test.

All positions at Ideas Test are subject to a satisfactory enhanced DBS check and references.

About Ideas Test

Ideas Test was founded in 2013 as one of Arts Council England's original 21 Creative People and Places (CPP) projects and has recently successfully novated into an independent CIO. Originally set up to address low arts engagement in Swale and Medway, our move to independence extends our geographic reach and raises our ambitions for a sustainable future beyond 2023, the lifetime of the CPP grant.

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Our mission is to enable and support communities to live more creative lives. To do this Ideas Test works to:

- Encourage productive partnerships and sustainable networks that support community cohesion and ongoing creative development
- Enhance the quality of people's lives using collaborative commissioning and co-creation models to inspire, support and celebrate the rich diversity and history of the area
- Remove barriers to participation in a creative life, regardless of class, economic background, race, sexual orientation, neurodiversity or disability of any kind
- Develop the creative workforce and the potential of individuals as artists, participants and organisations

To find out more about Ideas Test, visit our website www.ideastest.co.uk

Ideas Test is committed to access, equality and social inclusion. We are an equal opportunities employer and actively welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

ABOUT THE ROLE:

The Assistant Producer will support the community programming of a new light festival for Rochester working closely with commissioners Medway Council, Emergency Exit Arts (festival lead programmers) and our partners at Cohesion Plus, with whom Ideas Test is working closely on the community engagement co commissions.

“There are dark shadows on the earth, but its lights are stronger in the contrast.” Charles Dickens`

1. Introduction

Light Nights is a spectacular festival of light. Over two nights Rochester Castle and the surrounding spaces will be transformed by works of light created by artists and community participants, celebrating the contemporary themes of social justice and light inspired by the life and labours of Charles Dickens.

The festival will coincide with the presentation of [Gaia](#) at Rochester Cathedral following the success of [Museum of The Moon](#) in early 2020.

2. Covid-19

The festival was originally planned for October 2020 but due to the Covid-19 emergency the festival partnership agreed to postpone and has now set new dates of 11th and 12th February 2022. The delivery of the festival is dependent on Government guidance and the festival partnership will regularly review the festival's viability seeking guidance and taking appropriate action where necessary.

3. Festival aims

The five aims of the festival are:

- To engage high-quality artists to create excellent light-based art installations, to contemporise Dickens' life and works to resonate with lived experience today.
- To deliver a creative learning programme that engages our communities and young people and their creative potential with the science of light and art.
- To invite new and diverse audiences to connect and learn through arts and culture by experiencing extraordinary work, reimagining Medway.
- To ensure that Medway's creative and business community benefit by investing in artists, providing a platform for talent, welcoming audiences, and showcasing Rochester.

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The festival is co-produced by a Medway-wide creative partnership that will commission Medway's creative sector alongside national and international artists to develop and showcase Medway's creative talent. The festival will support the creative and tourist economy, whilst developing our community's resources creating an inclusive and accessible spectacle for everyone.

This position is an ideal opportunity for an emerging/early career producer to work with a small experienced team, artists and the community.

The Assistant Producer must be able and willing to work across all art forms including music, performance, visual arts, digital and creative media.

We are seeking an ambitious and empathetic individual who will be able to increase their skills and practice whilst enjoying being at the heart of a busy team.

Responsibilities with support and mentoring from Ideas Test Director and Deputy Director:

- Supporting the community co commissions and Ideas Test/Cohesion Plus teams
- Data gathering and record keeping tracking the impact of the programme (training will be given)
- Support for installation installs & take downs, and liaison/contracting/marketing follow up with artists
- Event management and delivery with colleagues and workshop leaders
- Other tasks and event support as required by the organisation

Person specification:

Essential:

- Experience of delivering projects to a high standard with accuracy and excellent attention to detail
- An understanding of issues and opportunities related to the Creative People and Places Programme, the Arts Council England flagship programme that is the principal funder of Ideas Test
- Friendly, efficient and helpful with a positive attitude
- Good team player and a willingness to learn
- Excellent communication, interpersonal and presentation skills
- The ability to manage a complex and varied workload to deadlines
- Experience or understanding of reporting, evaluation and impact measurement
- Understanding of diversity and equality and a willingness to work actively to remove barriers to participation.
- Ability to work across all art forms with specialist experience in at least one area.

Desirable:

- A strong working knowledge of the arts sector and experience of working with professional arts organisations
- Experience of supporting and working with artists and workshop leaders
- Interest or experience in participatory or digital/creative media
- Interest or experience of working on community arts and wellbeing projects
- Experience of dealing with contracts
- Experience of budget control

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How to apply:

You need to send us:

- A short c.v.
- A one-page cover letter explaining your suitability for this role, relevant experience and why this opportunity would be a transformative experience for your career. Please also include a sentence outlining if you live in Essex or Kent or have a commitment to working in Essex/Kent and the Estuary. (1 side A4 maximum)
- Contact details for two references (we won't contact them unless we offer you the job)
- Completed Equal Opportunities Form (this will not be used for shortlisting)

Please send your application by email, as a single PDF document titled: (Your Name) Ideas Test Assistant Producer Light Nights Application to e pn@essex.ac.uk

Closing date for applications: We need to receive your application by **9am on Tuesday 30 November 2021**. Shortlisted candidates will need to be available for interview/informal chat on zoom on **Thursday 2 December 2021**.

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