



HADRIAN'S WALL

AD122 - 2022

ASSISTANT PRODUCER

Role:	Assistant Producer
Contract:	Freelance. Applicants are responsible for their own tax and national insurance payments. Individual, joint or organisation applications are welcomed.
Application deadline:	12noon, Friday 15 October 2021
Timescales:	Phase 1 - October-December 2021*
Fee:	£3,000 based on approximately 20 days at 150/day

*Subsequent phases are dependent on levels of fundraising achieved, with approximate timescales as below:

Phase 2:	January - September 2022
Phase 3:	October 2022 - February 2023

BACKGROUND

Hadrian's Wall 1900 will celebrate the 1900th anniversary of the beginning of the construction of Hadrian's Wall. It will commemorate 1900 years of history of the UNESCO World Heritage Site (WHS), recognised locally, nationally, and internationally, as a cultural and historical asset of Outstanding Universal Value to humanity.

Throughout 2022, a programme of events and activity which celebrates 1900 years will be presented by local societies, interest groups, community and arts organisations, creatives, local authorities, visitor attractions, venues and individuals. It will take place across the length of the Hadrian's Wall Frontiers of the Roman Empire UNESCO World Heritage Site, from Wallsend to Ravenglass (73 miles/118km of Wall, and 140 miles/215km in total).

From community events to high profile arts commissions, Hadrian's Wall 1900 will provide opportunities for everyone to celebrate and find their connection to the World Heritage Site whether it be Roman history, dark skies, the natural environment, cultural diversity, food, music, the arts and more.

Hadrian's Wall 1900 is coordinated by the Hadrian's Wall Partnership in collaboration with local organisations, communities, and individuals.

The Hadrian's Wall Partnership is a voluntary body made up of organisations responsible for the UNESCO World Heritage Site status of Hadrian's Wall. Find out more about the partnership [here](#).

BRIEF

Hadrian's Wall 1900 Festival is looking to appoint an exceptional Assistant Producer to work closely with the Coordinating Producers on this complex, year-long Festival.

The Festival will be made up of activity presented by Activity Organisers from local societies, interest groups community organisations, arts organisations, local creatives, local authorities, visitor attractions, venues, and individuals. Organisers will be responsible for the overall delivery of their own projects including associated costs, marketing and event delivery. All events will be promoted via overall listings in the Hadrian's Wall 1900 programme.

There is ambition for the Festival to present a small number of high-profile commissions or events, which would be delivered by the Hadrian's Wall 1900 team, including the associated marketing and communications activity.

The Assistant Producer will be an integral part of the Hadrian's Wall 1900 project team working across all areas of the coordination of the Festival including supporting with fundraising and budget management; marketing and press activity; reporting to key stakeholders, partners, funders, steering group and the Hadrian's Wall Partnership Board; evaluation and legacy. The Assistant Producer will also support the Community Engagement Coordinator in providing regular updates and support for Activity Organisers in the delivery of their events, as well as being part of the creation and development of keystone activity.

The fee is fixed for phase 1 with the expectation that should funding targets be achieved, subsequent contract phases would be available throughout 2022 and early 2023.

JOB DUTIES AND RESPONSIBILITIES

Provide support and assistance to the Coordinating Producers across their entire scope of work including:

- Supporting the administration, development, and evaluation of Hadrian's Wall 1900.
- Contributing to the development and successful delivery of the overall Festival.
- Assisting with drawing up contracts for artists, contractors, and staff, in close liaison with the Coordinating Producers.
- Working closely with all members of the festival delivery team to provide necessary updates and information.
- Taking the administrative lead to ensure that all relevant financial, contractual, project management, and production contacts for all areas of work are up to date and easily accessible.
- Attending steering group, subgroup meetings and other meetings as required, to report on the progress of project elements to inform overall project planning, pre-production, and delivery and to ensure smooth co-ordination of logistics, budgets, and scheduling across departments

- Providing support to the Coordinating Producers for managing budgets.
- Working within agreed finance and accountancy procedures to ensure smooth administration of all financial aspects of the project.
- Supporting the Coordinating Producers in providing the steering group, relevant subgroups, funders, and relevant Hadrian's Wall Partners with regular and accurate updates of budget projections and cashflows, together with the provision of other financial information as required.
- Providing relevant Partners with accurate and timely contractual information to enable them to ensure all payments to artists / organisations are going to schedule.
- Collating and presenting key information required for reporting to funding organisations.
- Working closely with the Marketing & Communications Coordinator and Volunteer Coordinator to identify opportunities, ensure sharing of clear and up to date project information and requirements and delivery of positive engagement experiences.
- Working with the Community Engagement Coordinator to maintain communication with Activity Organisers including community groups, individuals, organisations, venues, Hadrian's Wall Partners, etc. to keep them informed of festival activity, updates, and to gather required information from them.
- Assisting with the development of toolkits to support activity organisers with fundraising, marketing and communications, event management and monitoring and evaluation.
- Enabling opportunities for communities and individuals to become active creative participants in events and activities across the festival programme.
- Being part of the creative development of keystone events
- Work with key stakeholders and partners, holding some relationships on behalf of the festival.
- Working with the Marketing and Communications team to update social media channels with relevant project related content in accordance with the Hadrian's Wall Partnership's policies and guidelines.
- Assisting the Coordinating Producers in gathering relevant information for the Marketing and Communications Coordinator including up to date images and copy from Activity Organisers.
- Observing and upholding relevant policies on procurement, sustainability, equal opportunities, volunteering, health and safety, and evaluation and monitoring.
- Any other duties that are commensurate with the post as agreed with the Coordinating Producers.

PERSON SPECIFICATION

Experience, Knowledge and Skills

- Some experience of working in the arts, heritage and/or cultural sector
- Experience of pre-production research and development on arts projects
- Good IT, reporting & presentational skills
- Experience of dealing with issues relating to diversity & access
- Experience of dealing with people diplomatically and effectively
- Strength in building and maintaining positive relationships with a variety of stakeholders and partners including communities, artists, organisations, venues and more
- Excellent administrative and organisational skills
- Personal and professional experience of working in the arts, heritage, and cultural sectors

Desirable Skills & Experience

- Driving licence
- DBS certificate
- Some experience of developing and producing projects, ideally across a range of art forms

Key Attributes

- Positive, proactive, self-motivated and flexible approach
- Passion for the arts, heritage, and cultural sectors
- Ability to work on their own as well as part of a team
- Ability to use initiative
- Able to manage time effectively and cope with demanding workload
- A creative approach to problem solving and an ability to make things happen
- Excellent attention to detail
- Able to carry out work under pressure and maintain good humour and diplomacy
- A willingness to work evenings and weekends when necessary
- A desire to learn and develop
- A commitment to diversity and inclusion in the arts, heritage and culture
- Great communication and people skills in emails, phone calls and in person
- Very motivated and comfortable with working with different stakeholders
- Confidence in suggesting new ideas and ways of working
- Interest in working across different sectors and with different partners and stakeholders
- Enjoys being part of a team but can also work independently
- Commitment to audience development and engagement strategies and their implementation.

PROCESS OF APPOINTMENT

This brief is an open call to initially deliver phase 1. Further phases are indicative (as detailed in the brief) depending on funding being secured.

To be considered for this role please provide:

- A written statement about how your experience and skills meet the specifications of the role and what interests you about the position (max. 1000 words)
- CV
- Links to any relevant websites illustrating previous experience (these could be projects that you have worked on)
- Name of two independent referees from two recent projects

Please email these to Hadrian's Wall Partnership Development Officer, Nick Henderson Nick.Henderson@carlisle.gov.uk with the subject "HW1900 Assistant Producer Role".

Proposals should be submitted no later than **12noon** on **Friday 15 October**.

Interviews will be held in the week of 18 October 2021.

If you have any questions about the role, please email Nick.Henderson@carlisle.gov.uk