



## Making Room - Assistant Producer

### Job Description

Making Room is seeking an Assistant Producer to work alongside its co-directors, Jake Orr and Leo Burtin, to assist in the delivery of the company's body of work.

This role would ideally suit an individual who is seeking to gain further producing experience to build on their current portfolio. Please take a moment to read about Making Room, our mission, projects we'll be delivering in 2017 and the specifications for the chosen candidate below.

If you have any questions please do not hesitate to contact us on [hello@making-room.co.uk](mailto:hello@making-room.co.uk)

### About Making Room

Making Room is a producing and artist advisory organisation based in Lancaster and London, co-led by its directors Jake Orr and Leo Burtin. Founded in 2016 Making Room works across a broad range of artists, companies, and projects to fulfill our mission to "boldly strive for a shift in society through culture".

To date we have worked with:

**Matt Miller** – Producing his first solo production *Sticking* in Newcastle and on tour.

**Jo Griffin** – Producing *Bricking It* at the Edinburgh Festival Fringe.

**Xaiver de Sousa** – Producing his R&D on *Post* (formally *Saudade*)

**Soundboxed Collective** – Producing *The Karen*

**Drunken Chorus** – As Associate Fundraisers to support their artist development series *Drunken Nights*.

As an organisation we have:

**UK Theatre Producers** – Created the UK's network of Theatre Producers on Facebook.

**Foot in the Door** – Created the North-West artist development scheme with Lancaster Arts.

As an organisation we are committed to supporting and nurturing artists and those that make art happen. We offer professional mentoring and coaching. Making Room's co-directors have worked across the arts sector in NPOs, in producing, programming, marketing and artist roles across the UK.

## Making Room 2017 Projects

**BLUSH by Snuff Box Theatre** - Following a sell-out run at the Edinburgh Festival Fringe, Charlotte Josephine's award-winning play, *BLUSH* returns to London for a three-week run at Soho Theatre before embarking on a two week UK tour.

**Hear Me Roar Festival of Feminism** – Heading into its third year, HMR is Lancaster's festival of feminist arts. This year's festival takes place 26 April – 3 May across Lancaster featuring art, discussions, a new children's commission by Sarah Punshon, and performances by Bridget Christie and Liz Aggiss.

**Gutted by The Conker Group** – A co-production with HOME will be heading back to Manchester before embarking on a run at the Edinburgh Festival Fringe. Co-created by Tara Robinson and Liz Richardson, *Gutted* explores Liz's real-life experiences as a young woman living with ulcerative colitis.

**No Miracles Here by The Letter Room** – A new production from Newcastle based company The Letter Room, *No Miracles Here* is their sweat soaked marathon of resilience with wall-to-wall dancing, an anthem to feeling alive and keeping the faith. Supported by the Royal Shakespeare Company, Northern Stage, Shoreditch Town Hall and New Wolsey. The show will premiere at the Edinburgh Festival Fringe.

**COW by Jessica Wren-Barker** – A tragicomedy with music set in rural Devon about a girl, a cow and the ways we ask for help. Jessica Barker-Wren and director Lucy Wray collaborate on this new play set to premiere at the Edinburgh Festival Fringe, supported by The Bike Shed.

**The Secret Keeper by Angela Clerkin** – A new play from associate artist of Improbable and Chris Goode and Co, Angela Clerkin co-directs her new show with Fringe First winner Lucy Skilbeck in a co-production with Ovalhouse. *The Secret Keeper* explores secrecy and whistleblowing and the responsibilities of communities. Touring in October/November.

**FoMO, mofos! by Mary Pearson** – A new solo dance performance by artist Mary Pearson exploring the fear of missing out; that pervasive anxiety of our digital age that something better is always happening somewhere else. Touring in 2017.

## **Role and Duties**

The role of the Assistant Producer will be to work with Making Room's co-directors to support on the producing of our multiple projects for 2017. Duties will include:

- Marketing campaign support and delivery including digital and print strategies.
- Working with PRs on press campaign delivery and monitoring.
- Administration support including contract creation and negotiating.
- Budget support including management and reporting.
- Updating internal documents including diaries, schedules and project timelines.
- Tour booking assistance including keeping tour schedules, accommodation and travel liaison.
- Supporting the creative teams during production periods.
- Attending production meetings, readings and rehearsals as required.
- Working closely with the co-directors to develop relationships with venues, programmers and artists across for 2017 and beyond.
- Other ad hoc tasks as required by the co-directors.

The chosen candidate will also be given professional mentoring from Making Room's co-directors to further support their professional development.

## **Person Specification**

Essential:

- Track record of producing in the arts or a commitment to developing producing skills.
- Excellent organisation and administrative skills.
- Able to work independently at a distance from other team members.
- Excellent communication skills, including artist liaison.
- Understanding and experience of marketing in the arts.
- Sound financial knowledge with ability to manage budgets.
- Commitment to diversity and equality of opportunity.
- A commitment to Making Room's vision.

Desirable

- Tour booking and management experience
- London based.

**Salary:** £7.50/hour (National Minimum Wage) to the sum of £1200

**Hours:** 8 hours per day working a total of 20 days. Ideally broken down to 1 day a week for 15 weeks with an additional 5 days at start of contract.

**Expenses:** Some expenses may be claimable such as travel. To be confirmed upon appointment.

**Location:** The chosen candidate will ideally be based in London and work both on-site with Making Room's London based co-director and remotely as required.

## **Apply**

To apply for the role of Assistant Producer please send a CV with a covering statement (no more than one A4 page) outlining why you fit the role and want to work with Making Room in 2017. Please use this as an opportunity to let us know why this role is important for your producing development.

Please email [hello@making-room.co.uk](mailto:hello@making-room.co.uk) by noon on Wednesday 26<sup>th</sup> April with the subject line ASSISTANT PRODUCER.