

b-side Assistant Festival Producer 2022 - JD

Pay: £10 per hour

Hours: 25 hours per week

Time Period: March 2022 to September 2022 (6 months / 26 weeks)

Total fee: £6,500

Location: Outpost, 77 Fortuneswell, Isle of Portland, DT5 1LY

This post is part of the Government Kickstart scheme, candidates must be aged 16-24 and claiming Universal Credit.

THE ROLE

b-side are seeking an Assistant Festival Producer for their 2022 festival. This is an exciting opportunity to be part of a high-profile arts organisation that commissions artists to make new work for the Isle of Portland.

You will be an integral member of the b-side team and will work closely with the Creative Producer with a particular emphasis on event management and production. This is a great opportunity to experience what it's like working in a busy arts organisation as well as learn how to produce and manage artistic programmes / events (particularly outdoor arts events).

This position is paid above the real living wage hourly rate and would suit a recent graduate looking to develop a career in the arts. A can-do attitude is essential as is the ability to work well under pressure. Leading up to events you will be expected to work with flexibility, which may include working evenings, weekends and Bank Holidays as required.

ACCOUNTABILITY

- To the Creative Producer, as the line manager of this post
- To the Board through the Director and team

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Work closely with the Creative Producer to help produce b-side festival 2022:

- General admin: attending team and artistic meetings, taking minutes, and updating the team on developments and implications regarding this work
- Communication: liaising with and updating festival partners and participants through coherent, clear, and creative communication
- Supporting event management for the 2022 festival events and commissions: working with festival site partners, commissioned artists, festival technicians and generally supporting the creative and logistical production of a multi-site event
- Financial reporting: Filing invoices, receipts and assisting with updating cashflows and budgets
- Contributing to evaluation: Assist the writing of evaluative reports on completed projects and collect required documentation for our funding / financial partners
- Helping to create a positive, open, and collaborative working environment that best enables b-side to produce and support high quality artistic practice

ESSENTIAL QUALITIES:

- Active interest in culture
- Friendly and enthusiastic
- Positive and confident manner
- Ability to work as part of a team
- Reliable, organised and self-motivated

Desirable skills:

- Experience of event or project management
- Organisational skills
- Good working knowledge of Microsoft Word, Excel, PowerPoint

HOW TO APPLY:

Application details on the DWP website [HERE](#)

PLEASE NOTE: You must be referred by your work coach to apply for this post. You will need to sign into your Universal Credit account and then send a journal message to your work coach telling them you would like to apply for this role including the following:

Job Reference: V0000381119

Job Title: Kickstart - Assistant Festival Producer

Employer: b-side CIC

Postcode: DT5 1LY

b-side is an equal opportunities employer, to monitor who is applying for our positions and to see who we are not reaching we would really appreciate it if you would fill in our equal opportunities monitoring form, it takes 2 mins and is anonymous and will not be linked to your application. Please take the survey by following this link: <https://forms.gle/9jEKo1vHBAitZEj18>

Application Timeline

Deadline for applications:	Monday 28 th February, 8am
Notification of interview by:	Monday 7 th March, 5pm
Video call interviews:	Monday 14 th March (between 9am – 2pm)
Notification of appointment by:	Friday 18 th March, 5pm
Start date:	Tuesday 29 th March

IMPORTANT INFORMATION:

At the time of applying, you must be aged 16 - 24 years old and you must be registered as a Universal Credit claimant.

We can only accept applications from candidates who have been referred/recommended to apply by their work coach.

These eligibility criteria have been approved by the Department of Work and Pensions.

b-side is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities, and disabled people.

BACKGROUND INFORMATION:

b-side is an internationally recognised and locally loved arts organisation that both embodies and enriches its place of origin - the Isle of Portland in Dorset.

This island is the beating heart that inspires b-side's work, but our projects and opportunities extend all over Dorset and beyond.

We work with and commission artists who are as excited by the bigger picture as the smallest detail. Our current 'Common Lands' programme regards Portland as a microcosm to explore relationships to and with land. We invite artists, residents and researchers to create unique and inventive projects inspired by the themes of 'people' and 'place'. We host big discussions on topics that affect us both locally and globally and create art that exists in unusual and unexpected places.

Underpinning our approach is the recognition of the need for sustainable tourism. We want everyone to be able to experience everything we love about Portland in a way that respects and benefits the island and those who live and work there.

We produce the b-side festival, which brings new, unique art to local audiences and visitors alike, sharing incredible stories about and with the Isle of Portland, as well as the rest of the world.

b-side is run by a collaborative team of artists, producers, and curators with experience in visual arts, live art, performance, social practice, heritage, environment, and arts education. In 2012, we were awarded funding from [Arts Council England](#) to become a National Portfolio Organisation.

Our next festival will take place 8th – 11th September 2022.