



February 2018

Job title: -

Assistant Producer

About Invisible Flock: -

Invisible Flock is an interactive arts studio based in Leeds, making groundbreaking innovative work to be experienced and participated in by thousands all over the world.

Described in the Guardian as “real innovators” our multidisciplinary, technologically driven practice seeks to redefine and disrupt traditional perceptions and models of global art practice.

Drawing directly from the world around us we aim to create art and foster relevant and contemporary practices that have a long lasting transformative effect, having built GPS powered AR art games, transformed discarded beach plastic into 3D printed artworks, and created large public sound installations as well as pioneering digital pieces that exist out at sea.

Invisible Flock has an irrefutable reputation for artistic excellence and innovation, both nationally and internationally. 2017 saw the organisation developing and showcasing work in Kazakhstan, Kenya, Indonesia, India and all over the UK, including a brand new commission for the Hull City of Culture opening ceremony, experienced by 342,000 people and reviewed as “overwhelming and extraordinary” by The Times.

We present work for galleries such as the V&A, FACT, MIMA and Watermans, festivals such as UK-Indonesia Festival, The Tbilisi International Festival, Brighton Festival, L’Entorse Lille, Lagos Theatre Festival and Unbox India as well as collaborating with British Council, Jerwood Charitable Foundation and Wellcome Trust.

www.invisibleflock.com

Main duties of role: -

This brand new role will assist and support the day to day running of the organisation and all aspects of project production, marketing and relationship development.

Key roles: -

Production

- working with the Creative Producer negotiating partner contracts, project dates and details
- negotiating and drafting contracts for project collaborators
- working with the Creative Producer in creation and maintenance of production budgets
- being the first point of contact for the Production Manager while productions are in development and/or live
- responsible for booking company travel, accommodation and organisation of visas
- responsible for creating company production schedules
- representing the company during live productions nationally and internationally

Relationship Development and Stakeholder Management

- researching and making contact with new venues, festivals and potential partners
- creating and distributing production information packs
- work alongside Creative Producer and Technical Director during the development of a new company wide database system
- responsible for maintaining a partner database
- representing the organisation in an advocacy role at events

Company Running

- responding to all general company enquiries
- management of the company calendar
- management of weekly company catch up meetings
- organisation of physical and virtual filing systems and maintaining company archives

Funding

- working with Creative Producer and Creative Director during the drafting of funding applications and reports
- assist Creative Producer and Creative Director during the development of new funding opportunities for fundraising, including Trusts and Foundations

Marketing

- working with the Creative Producer to develop and implement the organisation's communications strategy
- working with the Creative Producer and Creative Director in the development and management of the organisation's branding strategy
- management of activity such as press, media, online and digital communications
- responsible for maintaining audience databases
- responsible for updating and maintenance of the organisation's website

Essential skills and experience: -

3 years experience working in a role where similar skills were required of your role

Ability to work under pressure, on budget and to schedule

Experience of negotiating and drafting contracts

Highly developed written and verbal communication skills

Excellent attention to detail with a creative, can do attitude and approach to problem solving

Willingness to work flexible hours when required

Collaborative, with proven ability to work as part of a small team and experience of working well with multiple stakeholders

Able to travel easily to our studio in Leeds

Willing and able to travel nationally and internationally when required

An interest in and enthusiasm for our work and the arts sector

Knowledge and understanding of the arts funding system

Confident in using adobe design applications to create assets

Confident in web based marketing including updating websites

Person specification: -

Flexible and responsive within a fast paced company

Willingness to learn new skills and apply them with confidence

Confident and comfortable speaking to partners and stakeholders

A social frame of mind

Invisible Flock may be required to adjust and grow the duties and responsibilities of the role, the above list is therefore subject to change.

Fee: -

£110 per day for 2.5 days per week freelance contract

3 months initial contract with a view to extend on a rolling basis

You will be registered as self employed and responsible for your own National Insurance and tax

Timescale: -

Deadline: Tuesday 27 February 2018 at 12 noon,

Interview Date: Wednesday 7 March 2018 in Leeds

Start Date: 20 March 2018

Application Process: -

Please send us an up to date **CV** and a **covering letter** detailing your relevant experience and reasons for applying plus details of **two relevant references** to jobs@invisibleflock.com by 12 noon on 27 February 2018.

Please ensure that your CV and covering letter are attached to your email as separate documents and that each are titled with your name, please also ensure that your email is titled as follows 'YOUR NAME Producing Assistant'.

We encourage applications from those with less visibility in the arts and are committed to a policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnic or national origin, gender, sexual orientation or any disability.

In order to help us ensure this policy is being properly implemented, we request that you complete the following **Equality and Diversity Monitoring Form**;

<https://goo.gl/forms/4GObtUhutDayVZEw2>