

# Assistant Producer

## Information Pack

Produced by Vivid Roots Collective

Funded by the National Lottery via Creative Scotland



**LOTTERY FUNDED**

### Application Support

If you require this document in another format, if you would like to talk to a member of the team about your application before submitting, or if you need any other support, please email

**[laura@vividrootscollective.co.uk](mailto:laura@vividrootscollective.co.uk)**

## About the Role

This year, we have made a big change to how we produce work. We have stepped away from the festival model and are delivering year-long programme of work for the first time. Our entire programme is designed to up-skill theatre makers in and beyond the Highlands, and support local artists to showcase and develop their work. This includes workshops, scratch nights, residencies, and a revamp of Roots Collective (formerly Budding Collective), all of which are being delivered across the region.

The assistant producer will work alongside the company producer, Laura Valerie Walker, to deliver elements of the programme, based on the successful applicant's development goals, which may include:

- ★ Recruitment: supporting the recruitment process for scratch nights and residencies; contracting workshop artists and maintaining communication with them throughout
- ★ Social media and marketing: liaising with the marketing officer on the marketing strategy and targets; mailing list, and press releases.
- ★ Sales and programme: managing the ticketing platform, liaising with artists to design copy, and supporting the digital box office experience.
- ★ Production: supporting performing artists to develop work and access rehearsal space, liaise with the production partner on tech, and oversee the schedule and planning for events
- ★ Feedback and evaluation: supporting the generation of audience and artist feedback across events and distilling that into the end of project monitoring and and of year reports.

This role is ideal for artists who are emerging/early career as a professional development opportunity.

The exact responsibilities of the role will be negotiated during contracting between Laura and the successful applicant with a view to support the applicant's interests and learning goals in producing.



## Dates

6pm Monday 23rd March	Application Q&A and information session
9am Monday 30th March	Application Deadline
Tuesday 7th April	Interviews (morning / afternoon / evening slots available)
W/C 13th April	Onboarding

The term of engagement will be negotiated with the successful applicant to cover the programme elements to best support their development. This might mean splitting the engagement period up, working half days to cover a wider spread of the programme, or delaying the start period,

## Artist Fee

£3,375.00 Based on 20 days of work at £150 (£3000), plus holiday pay @ 12.07% (£375)

Access and travel costs will be covered separately.

## About the Company

Vivid Roots Collective is a Highland theatre company and charity inspiring artists to pursue theatre careers from the region; we create professional opportunities for and support the creative development of local and emerging theatre-makers.

### The Vivid Roots Team

Laura Valerie Walker | CEO & Producer  
[laura@vividrootscollective.co.uk](mailto:laura@vividrootscollective.co.uk)

Sophie Wink | Creative Learning Officer  
[sophie@vividrootscollective.co.uk](mailto:sophie@vividrootscollective.co.uk)

Pauline Krawehl | Marketing Officer  
[pauline@vividrootscollective.co.uk](mailto:pauline@vividrootscollective.co.uk)

## Application Process

### Essential Criteria

For all roles, artists must:

- ★ Be over the age of 16
- ★ Be permanently based in Scotland
- ★ Have an interest in pursuing a career as a producer in Scottish theatre
- ★ Identify as an emerging or early-career artist

## Decision-Making Criteria

When we are making decisions, we will be considering applicants who best meet the following criteria:

- ★ The applicant demonstrates an interest in pursuing a career in producing
- ★ The applicant demonstrates an understanding of how this opportunity will support their professional development
- ★ The applicant can describe how their previous experiences are relevant to this role and their ability to carry it out
- ★ We have a preference for Highland-based applicants for this opportunity. If you are not based in the Highlands, this does not affect your eligibility, but location will be taken into account as part of our decision-making process
- ★ We will also make decisions based on the applicant's development aims, and will prioritise applicants whose aims best align with the work of our organisation

By 'experience' we mean any experiences in work or education that can be applied to this post, we do not expect applicants to have previous producing experience.

## How to Apply

Please read the information pack in full before applying.

To apply, you should provide a CV (via email or attached to the application form) and one of the following:

- ★ Fill out the application form where we will ask for basic contact information and questions related to the essential and decision-making criteria
- ★ A note of interest which covers all of the essential and decision-making criteria
- ★ A video or audio application

For a note of interest, or video/audio application, you can submit these using the online form, or you can submit them via link in an email.

If writing a standard CV is a barrier to your application, please consider a verbal CV which you can submit as an audio or video recording. In a verbal CV, please tell us as briefly as possible about your previous work experience and most recent/relevant education. You can submit this using the online form or via link in an email.

Please also fill out our equalities monitoring form as this helps us to understand who we are reaching with our opportunities so that we can plan to make these more accessible in the future.

## Links

[Application form](#)

[Apply via email](#)

**We look forward to receiving your application.**