



20th May 2019

Assistant Producer Job Pack

'Finger on the pulse producers' (Lyn Gardner, The Guardian)

China Plate Theatre is seeking to appoint an Assistant Producer to join their dynamic team at an exciting period of growth and transformation. Please find below a job description, alongside a brief summary of China Plate, and a person specification to help you with your application.

The closing date for receipt of completed applications is **10am 10th June 2019**. We regret that applications received after that time cannot be considered.

Please submit the following to info@chinaplatetheatre.com

- A cover letter stating why you are applying for the position and how you meet the requirements set out in the person specification and job description
- A current CV, also detailing two referees and relevant contact information
- An equal opportunities monitoring form

Please mark your email ASSISTANT PRODUCER APPLICATION.

Shortlisted candidates will be contacted by phone or email. Interviews will be held on the **20th JUNE in London** - second interviews TBC. Please notify us within your application if you are unable to attend this date.

Start date ASAP, however, this will be discussed further following interviews.

China Plate is an inclusive organisation and an equal opportunities employer. Our aim is to create a diverse and inclusive working environment which reflects the communities we live and work in, both on and off the stage. Our recruitment process is open to all, but we are particularly keen to hear from BAMER and / or D/deaf and disabled candidates, as these groups are currently underrepresented in our team. All BAMER and D/deaf & disabled candidates who demonstrate that they meet the person specification will be invited for interview.

We hope that this document will help with any questions you might have about the application process and the advertised position. However, if you have any further queries or would like to discuss the opportunity further, please email info@chinaplatetheatre.com.

If you would like this information in an alternative format, please contact info@chinaplatetheatre.com

Thank you for your interest in this post – we look forward to hearing from you.

Yours sincerely,
Ed Collier and Paul Warwick
China Plate Theatre Artistic Directors

About China Plate

Established in 2006, China Plate is an independent producer of contemporary theatre. With a portfolio that crosses making, distribution, programming and development.

China Plate works with some of the UK's most talented artists, harnessing their ambition and skill to deliver high-quality work that reaches a broad and diverse audience. At the heart of our model is a suite of development programmes to nurture artistic practice, facilitate collaboration, commission work, increase access and widen diversity across scales – see [website](#).

China Plate has work currently touring or in development with Inspector Sands, Caroline Horton, Contender Charlie, Chris Thorpe, Rachel Chavkin, Rachel Bagshaw, David Edgar, Urielle Klein-Mekongo and Chris Haydon.

China Plate is Associate Producer at Warwick Arts Centre, with a focus on product and partnership development and Director of Pulse Festival (programming around 50 artists across 10 days every May/June) at New Wolsey Theatre.

In April 2018 China Plate joined Arts Council England's National Portfolio. This is a hugely exciting time for the organization as we roll out our 2018 – 2022 strategy to become a change maker across 3 main areas of activity:

- Catalyst for change on the middle scale
- Catalyst for continued development of the independent sector across the Midlands
- Catalyst for engaging hard to reach audiences

All 3 aims include an implicit focus on:

- Increased diversity
- Involvement of young people
- Creative, promotional and access-led digital opportunities
- Raising China Plate and partners' profiles internationally

Vision:

China Plate's vision is of a dynamic and diverse culture of performance that fires the imagination, celebrates live encounters and affects positive change.

Mission:

Challenging the way performance is made, who it's made by and who gets to experience it.

Values:

- Quality and expertise
- Collaboration and connectivity
- Integrity and courage
- Inclusivity and openness
- Diligence and generosity

For more information about the company, please visit www.chinaplatetheatre.com

China Plate is a Registered Charity Number: 1173766

Company Number: 09021628

Job Description: Assistant Producer

JOB TITLE:	Assistant Producer
LINE MANAGER(S):	Senior Producer
SALARY: £	£21,944 per annum, full time fixed-term employed contract
FIXED-TERM:	This is a new role and offered on a 1-year fixed-term contract pending a staffing review at the end of that period
PENSION:	Auto-enrolment via NEST with 3% employer contribution
LOCATION:	This role will be based at the China Plate office in Aldgate, East London. China Plate also operates an office in Birmingham, West Midlands. Occasional travel between both bases will be required.
HOURS:	10am – 6pm Monday to Friday but some evenings and weekend work may be required. China Plate Theatre operates a Time Off In Lieu system.
HOLIDAY:	20 days per year plus bank holidays.
OFFICE TEAM:	2 Co-Artistic Directors, General Manager, Senior Producer (p/t), 2 Producers (f/t) Engagement and Participation Producer (f/t), Administrator, Assistant Producer, Placements and Interns.
PURPOSE OF ROLE:	<ul style="list-style-type: none"> To work closely with the China Plate team in managing a portfolio of producing, programming and development projects including relocation to Edinburgh in August each year to work on China Plate show participating in EdFringe.

Specific Duties and Responsibilities:

- Assist the producing team to manage the effective delivery of specified projects on a day-to-day basis.
- Assist the producers to manage technical, artistic and marketing freelance teams, ensuring effective communication between members of the core team and freelance staff across both China Plate offices.
- Monitor elements of project budgets and ensure effective systems of communication and control, providing the Producer with regular and accurate updates and other information as required.
- Manage and update the company Production Tracker document
- Take responsibility for administrative functions relating to specific projects, ensuring they are delivered to the agreed plan and on budget. Including (but not limited to):
 - Assisting with tour booking
 - Coordinating contracts
 - Managing specified project schedules
 - Coordinating travel and accommodation
 - Managing Press Nights
 - Organise design and distribution of print and programmes, e-fliers and any other promotional material

- Ensuring projects are appropriately documented and that data required for ACE reporting is captured throughout project delivery
- Contribute to China Plate's online and social media content
- Work with the China Plate team to write and evaluate funding applications

General Duties and Responsibilities:

- To attend and contribute to artistic planning and programming meetings.
- To be part of the team that generates and explores ideas for future projects and collaborations.
- To work with the China Plate team to ensure inventive, effective, appropriate and timely promotion of the company and projects.
- To implement the Equal Opportunities policy and practice.
- To implement the company's Health and Safety Policy.
- To undertake any other tasks as reasonably requested by the Producers / China Plate's Directors.

Person Specification:

Essential Skills:

- 18 months professional arts sector experience.
- Ability to prioritise a demanding workload and meet deadlines.
- Ability to manage existing and develop new relationships.
- Ability to work independently balanced with excellent team skills.
- Excellent communication skills
- Experience of working budgets
- Flexibility in working hours and location: **n.b. relocation to Edinburgh for the duration of EdFringe Festival in August is essential.**
- Be computer literate.
- Have a commitment to the aims of China Plate and the company's projects.
- A passion for live performance.

Desirable Skills:

- Experience of booking tours.
- Experience of writing fundraising applications.
- Networking skills.
- Experience of updating websites.
- Sales and marketing experience.