

OPPORTUNITY

Assistant Producer (Inside Out Dorset)



We believe extraordinary moments connect and uplift us all. Our mission is to create opportunities for everyone through the performing arts. We are seeking an **Assistant Producer** to work on Inside Out Dorset and help bring ‘extraordinary events to extraordinary places.’

If you are as passionate about performance as we are, and you have always wanted an opportunity to help make things happen, then this could be the role for you.

Inside Out Dorset is an award-winning, multi-site event that happens across the county every two years and has been seen by over 275,000 visitors since it began twenty years ago. Working with the whole team, you will be involved in all areas of staging the event, and integral to the Inside Out Dorset’s success.

Within the Activate team, we have a female leadership and a broad mix of people with lived experience of caring responsibilities, disability/long-term health conditions and being from a working-class background. To read more about our Team go to: <https://activateperformingarts.org.uk/meet-the-team/>

We particularly welcome applications from people who have experienced barriers or prejudice relating to their age, gender identity, ethnicity and/or having a disability or long-term health condition, their sexuality, or being from a working class/ low-income background.

We are keen to address under-representation in our team, through positive action in our recruitment.

The Basics

Reports to:	Producer (Outdoor Arts, Festival, Touring)
Location:	Our preference is for you to be based in, or close to Dorset, and for you to have a presence at the Activate office in Dorchester each month. Inside Out Dorset takes place in locations across the area, some not served by public transport. You will therefore need to have access to your own transport for the duration of the contract
Deadline:	Friday 21 st March 2025 at midday
Interviews:	Week of 31 st March 2025
Contract Length:	Temporary from 22 April to 3 October 2025
Fee:	£10,500 fixed fee
Expenses:	There is a fixed budget of up to £400 towards travel expenses. Accommodation and per diems will be provided where overnight stays away from home are required.
Tax:	As a freelancer, you are responsible for your own tax.
Delivery:	We expect the role to be delivered over approximately 53 days. You must be able to work flexible hours and be freely available for the month of September, including in-person attendance during Inside Out Dorset.

About Us

We exist to promote, support and produce performing arts projects in our communities. Bringing world-class events to unexpected places, like town centres, village squares, beaches and hilltops. And we've been doing it for over 30 years.

Our aim is to break down barriers and reach the widest possible audiences, while celebrating our natural landscape and sense of place.

Supporting our performing arts community is at the heart of everything we do. We bring people together, offer advice, and provide access to learning and resources. We're here to help creatives at all levels on their journey towards creating outstanding, inspiring work. We offer 121 free advice sessions and run training programmes for artists working in the performing arts.

We run an inclusive performance group for children and young people called The Remix, and our Dorset Youth Dance company offering contemporary classes for 7-25 year olds wanting to pursue their passion.

Inside Out Dorset presents extraordinary events in extraordinary locations. It is free to attend and takes place outdoors. We showcase UK and international artists in events across Dorset, Bournemouth, Christchurch and Poole In a mix of

countryside, coastal and urban locations, we attract audiences of around 20,000 each edition.

We also produce a small touring programme to festivals and events in the UK and internationally: two shows by Working Boys Club; Lorna Rees Company's Geophonic; and Sense of Unity, a show by German and UK companies Dundu and Worldbeaters.

About You

Essential things we are looking for are below. You will have:

- Successful experience of project management
- A good knowledge of the arts sector
- The confidence to make decisions independently, when necessary
- Excellent organisational and time management skills
- Excellent attention to detail
- Able to work calmly whilst under pressure, with the ability to know when best to seek support and guidance

Things which would be useful for you to have but are not essential:

- Live in Dorset or Bournemouth, Christchurch & Poole area

We particularly welcome applications from people who have experienced barriers or prejudice relating to their age, gender identity, ethnicity and/or having a disability or long-term health condition, their sexuality, or being from a working class/ low-income background.

You will receive:

- Training opportunities, based on your needs
- A friendly team to work alongside and guide you in your learning
- The opportunity to build your network in the arts sector and make contacts
- The opportunity to see performances and shows
- The chance to work with our experienced team of producers with a range of skills

Job Description

Job Title: Assistant Producer (Inside Out Dorset)

Job Purpose: To support the Inside Out Dorset Producer and wider team in the delivery of the programme Inside Out Dorset 2025

Reports to: Producer (Outdoor Arts, Festival, Touring)

Key responsibilities:

- Support the delivery of the Inside Out Dorset programme and associate programme (outreach, artist talks, artists' training, or development programme)
- Support Producer in communication to the Activate/Inside Out Dorset team

- Work closely with the Producer and Senior Administrator to plan the collection of donations at event sites
- Support Producer in day-to-day liaison with artists and participants by collating and sharing information and undertaking administrative requests
- Assist the Producer in overall and individual project budget management by collecting and processing invoices, expense claims and receipts, updating budgets as requested and helping complete final budget reconciliation float forms, receipts
- Support in set up of key meetings, attending these and writing minutes
- Research and liaise with suppliers: obtaining quotes and placing orders
- Gather and manage requested information for contracts, license applications, work permits and insurance
- Book and manage accommodation and travel, including private transport
- Plan with Producer artist welcomes, make and distribute artist and delegate welcome packs
- Maintain and update databases such as stakeholder database and Inside Out Dorset contacts database. Produce full draft of IOD contact sheet
- Work with Producer and Volunteer Coordinator to plan volunteer programme
- Assist Producer in always ensuring effective and safe working practices, in line with Activate core policies, safeguarding children and/or vulnerable adults, health and safety, environmental, and equity and diversity policies
- Assist with the evaluation report, attend sign off meeting at end of contract period
- Advocate for Activate, our Inside Out Dorset and act in a professional, friendly manner as a representative of the organisation to all

This list of responsibilities is not exhaustive, and the Assistant Producer may be required to perform duties outside of this as operationally required and at the discretion of the Producer (Outdoor Arts, Festival, Touring).

How to apply

To apply, please send a CV and covering letter explaining how your experience, skills and personal attributes are right for the role to info@activateperformingarts.org.uk

Please pay particular attention to the key responsibilities and the person specification, as matching these to your skills, experience and attributes is how we determine our shortlist for interviews. Please also include the names and contact details of two professional referees.

Your covering letter can be a video or an audio file (no longer than 4 minutes) or written (no more than 2 sides of A4).

Please complete our Equal Opportunities Survey along with your application: www.surveymonkey.co.uk/r/62lBFYV. This will be treated anonymously and will not be used as part of the selection process.

If you have any access requirements or need any help with your application, please contact us below and we will be happy to help.

If you would like this pack in another format such as BSL, Large Print or Audiofile, we will happily arrange this for you or if you need further information, please contact info@activateperformingarts.org.uk or call 01305 260954

Closing date: Friday 21st March 2025 at midday

Interviews: Week of 31st March 20e25

If your application is successfully shortlisted and you are invited to an interview, we will provide interview questions in advance. Please let us know of any access requirements before your interview so that we may accommodate them.

Interviews will be held in person in Dorchester, however, we will consider facilitating a Zoom interview with the panel, if this is required. For interviews held in person, we are happy to reimburse your travel expenses, and any additional access costs that you might have.

Feedback: If you are invited to interview but are unsuccessful, we will provide feedback – on request – within two weeks of your interview. This may be verbal or written.

We are unable to offer feedback on your initial application alone due to the high number of applications that we receive, but we will contact you if, on this occasion, you have been unsuccessful.

Equality & Diversity

We wholeheartedly support equal opportunities in all areas of our work. We strive to be a bold organisation that listens to the communities we work with. We encourage feedback on our services and how we can improve.

We are committed to removing barriers. We oppose all forms of unlawful discrimination in relation to the protected characteristics. We are committed to having a staff and board that reflects and represents all sections of the community we serve and eliminating discrimination that is unlawful under the Equality Act 2010.

We are open to proposals of ways this role might be undertaken if our proposed structure presents barriers to any applicant.

The interview panel will be representative of a diverse range of individuals.

Application forms will be anonymised for short-listing.

Activate is funded by



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

