



DANCE  
UMBRELLA  
MOVING LONDON

2023



# ASSISTANT PRODUCER

Job Application Pack

## About Dance Umbrella

Dance Umbrella is a London festival 45 years in the making and moving with the times. We are an international home for dance across a global city. Every year our festival ignites London with the next generation of trailblazing artists. Our community is artist-centred, caring and representative. Dance belongs everywhere. We reimagine dance by pushing boundaries and moving people to feel dance is vital to their lives.

In 2021, Freddie Opoku-Addaie was appointed Artistic Director and Chief Executive, and has already overseen two festivals at the helm, evolving Dance Umbrella into a hybrid festival for the first time in its history. Spanning in-person events across the capital and online, the festival showcases international talent, with emerging and diverse dance artists at the heart of our programme. Each year, we are joined by audiences from near and far, in theatre auditoriums and front rooms, to experience dance shows, new work for children, outdoor performances, workshops, discussions and films.

The programme for Dance Umbrella Festival 2023 will be announced in June.



## About the Role

Dance Umbrella is looking for an Assistant Producer to join the team on a fixed-term freelance basis. This is a great opportunity for someone to work alongside a Festival Producer and festival team to further develop their experience in contemporary performance production. This will be a freelance short-term contract, based at Somerset House and working all over London. This year's festival will be delivered in a hybrid way manifesting in venues, outdoor sites and online with some of the most exciting dance artists from across the globe. **The festival will run 6 – 31 October 2023.**

We're looking for a confident, calm person who can quickly blend into a busy production team and help to make the festival happen. You will ideally have experience of production environments and working with artists. You will have strong organisational skills, with a can-do attitude and a willingness to switch between the different modes of operation required by a hybrid festival model.

It is preferable that you're London-based as the role may require extensive travel across the city. The postholder will work out of the Dance Umbrella office a minimum of one day a week in the run up to the festival. This will be reviewed, based on business needs, closer to the festival weeks.

## Job Overview

Job title:	Assistant Producer
Reports to:	Festival Producer
Purpose of role:	To work with the Festival Producer to deliver the Dance Umbrella 2022 Festival to the highest standard possible.
Term:	16 weeks, freelance short-term contract <ul style="list-style-type: none"><li>• Ideally the role would begin on w/c 7 August 2023 (days to be decided)</li><li>• Final working week would be w/c 13 November 2023 (days to be decided)</li></ul>
Hours:	2 days per week in August, 3 days per week in September, going up to 5 days a week during October, going down to 3 days in November. Office hours are 10am to 6pm but some evening and weekend work will be required during the festival period, planned with the Festival Producer.
Total Fee:	£7,840 fixed (daily rate of £160) + Travel Card during the festival month of October
Benefits:	Complimentary tickets for all festival shows

## Main Responsibilities

- Look after the requirements of artists during their time with Dance Umbrella, under the direction of Dance Umbrella's Festival Producer
- Support the production of digital content for the festival under the direction of the Festival Producer. This will be both remotely and physically on shoots.
- Support audience logistics for live and digital festival events
- Coordinate and manage access across digital and live events under the direction of the Festival Producer
- To manage all accommodation for artists, including the management of the accommodation budget in consultation with the Festival Producer
- To co-ordinate airport pick-ups and local travel for festival artists, meeting and greeting companies and delivering per diems
- To plan and manage hospitality for festival artists
- Oversee couriering of marketing assets for the Orbital tour
- Draft Letters of Agreement and Letters of Invite under direction of Festival Producer
- Support with visa applications for festival artists under the direction of Festival Producer
- Attend and minute all production meetings and the festival debrief meeting
- Update and maintain information documents for the festival shows
- Update and maintain permit-free festival artist database
- Manage the festival phone and be the point-of-contact for artists in case of an emergency (with Festival Producer's assistance)
- To assist with invoice management and all contra recharges
- Account for petty cash/upkeep and coordinate expenses sheets
- To deputise for the Festival Producer and act as required in their absence
- To be present at performances and other events as required during the festival season
- Provide general support to the Festival Producer and undertake any other tasks related to delivering the festival that may arise

## Person Specification

### *Essential skills, experience and attributes*

- Passionate about developing a career on the performing arts
- Administrative experience in performing arts production in similar/adjacent role
- Strong understanding of care and supporting artist welfare
- Strong digital literacy, comfortable working across Microsoft Office programmes, social media and Zoom
- Able to work independently and confidently, using your own initiative to problem solve and get the job done
- Good spoken and written communication skills
- Budget management and/or invoice processing experience
- Good knowledge of London and getting around it safely
- The ability to work well within a team
- Attention to detail and ability to work under pressure

### *Desirable skills, experience and attributes*

- Experience of Event Management
- Experience of digital performance production
- Experience of working with artists and touring companies
- Knowledge of contemporary dance scene
- Language skills

## Your Application

To apply for this role please send a **covering letter** (no longer than one side of A4 with font no smaller than Size 11) outlining your skills and experience and why you would be best suited to the role, along with an **up-to-date CV** (no more than two sides of A4).

Please also include the names of two referees (only contacted after seeking permission) and complete the **Equal Opportunities form**, which you can fill in [here](#).

Applications should be sent by email to Teresa Skamletz at [teresa@danceumbrella.co.uk](mailto:teresa@danceumbrella.co.uk) with the subject line APPLICATION FOR ASSISTANT PRODUCER.

For any access requests please contact Teresa via email.

Deadline for applications: **10am BST, Wednesday 28 June 2023**

Interviews: **In person at Somerset House, London, on Tuesday 11 July 2023 (second interview, if required, Thursday 13 July 2023)**



Dance Umbrella is committed to being a truly inclusive organisation - from our Trustees and team members to our audience and participants. We have a long-term visible commitment to represent the society we live and work in on stage, off-stage and backstage.

We particularly encourage applications from groups who are underrepresented in the cultural sector including disabled people and people from global majority backgrounds. We treat all job applications equally, regardless of age, disability, gender, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.