



DANCE
UMBRELLA
MOVING LONDON

ASSISTANT PRODUCER



Dance Umbrella Family Weekend (2024) credit: Roswitha Chesher

Job Application Pack

About Dance Umbrella

Dance Umbrella is a London festival 47 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 Co-Chief Executive, and has already overseen three 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 full programme for Dance Umbrella's 47th annual festival will be announced in June.

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 2 - 31 October 2025.**

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.

Terms and Conditions

Term: 13 weeks, freelance short-term contract

- Ideally the role would begin on w/c 4 Aug 2025 (days to be decided)
- Final working week would be w/c 3 November 2025 (days to be decided)

Hours: 2 days per week in August; 4 days per week in September; going up to 5 days a week during October; going down to 2 days in November; to be discussed with post holder. Office hours are 10am to 6pm but evening and weekend work will be required during the festival period, planned with the Festival Producer.

Total Fee: £8,050 fixed / 46 days at a daily rate of £175 + Travel Card during the festival month of October.

Other Benefits: Complimentary tickets for all festival shows.

Job Description

Job title: Assistant Producer

Reports to: Festival Producer

Purpose of the role: To work with the Festival Producer on a project basis in assisting with the management and delivery of all Dance Umbrella Festival 2025 activity to the highest standard possible. To project manage certain activity as delegated.

Main responsibilities: Assistant Producer

- Support the delivery of the live and digital festival programme and associated programme (workshops, talks, panel discussions, or artist development events).
- Look after the requirements of artists during their time with Dance Umbrella, under the direction of Dance Umbrella's Festival Producer.
- Support the Festival Producer in day-to-day liaison with artists and festival participants by collating and sharing information and undertaking administrative requests.
- Support the Festival Producer with the line management of the Festival Assistant.
- Plan with the Festival Producer artist meet and greets, make and distribute artist welcome packs.
- Support the production and delivery of digital content for the festival under the direction of the Festival Producer.
- Support audience logistics for live and digital festival events.
- Coordinate and manage access requirements across digital and live events for both audiences and artists under the direction of the Festival Producer.
- Book and manage festival accommodation and travel, including private transport and per diems.

- To plan and manage hospitality for festival artists, this includes the management of the hospitality budget.
- 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.
- Research and liaise with suppliers; obtaining quotes and placing orders.
- Manage the festival phone and be the point-of-contact for artists in case of an emergency (with Festival Producer's assistance).
- Assist the Festival 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 festival budget reconciliation float forms, receipts.
- 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 in 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 interpersonal and 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 able to work calmly whilst under pressure, with the ability to know when best to seek support and guidance.

Desirable skills experience and attributes:

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

Access Information

Access information and further detail about the job are outlined below. This is to provide further clarity on what the role will entail and some factors that may impact the person applying. Dance Umbrella (DU) is committed to making reasonable adjustments and not to disadvantage anyone based on disability or access needs.

If you would like further information or have a more in-depth discussion, please contact Amy at AmyS@danceumbrella.co.uk

Travel

This year's festival will take place across different venues: Barbican, Battersea Arts Centre, The Place, Sadler's Wells East, Shoreditch Town Hall and more TBA. The AP will be required to travel to and work across these different sites using public transport. Travel to and from airports will also be required to pick up and drop off visiting international artists.

High Levels of Social Engagement

During the festival delivery period a large part of your working day will be spent working with and around other people. One of the main responsibilities involves being the first point of contact for the DU festival artists, most of which do not have English as their first language. The AP will also be collaborating with the staff team, other partner venue teams, volunteers and festival attendees.

Noise and light levels

Working across the different festival venues, the AP will be exposed to changes in noise and lighting levels, with frequent changes in environment. Some venues have a designated breakout / chillout space.

Working Hours and working pattern

Evening and weekend work will be required during the festival period. Early starts and late evenings do take place but working hours are adjusted for suitable breaks in between. The AP will attend company meals, which take place after performances to celebrate the festival artists.

The AP will mainly work in the office alongside the Festival Producer, Artistic Director and the Festival Technical Director. However, remote working can take place either from home or at festival venues.

Physical access at Somerset House

The Dance Umbrella office is located in the mid basement of Somerset House. Either a spiral staircase or a lift can be used to reach the mid basement. Please note that the ground outside Somerset House is made of cobblestone. Parking is not available on site.

Gender neutral and accessible facilities

The mid basement has two gendered bathrooms and one accessible facility. The public parts of the Somerset House building have some all gender facilities and some gendered facilities. There are further accessible facilities available throughout the building.

Your Application

To apply for this role please send the following to Amy Sheppard at AmyS@danceumbrella.co.uk with the subject line APPLICATION FOR ASSISTANT PRODUCER:

- 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
- An **up-to-date CV** (no more than two sides of A4)
- The **names of two referees** (only contacted after seeking permission)

Video or Audio recordings between 2-3 minutes in length can be submitted instead of a covering letter. Please upload your recording to YouTube, Vimeo, Dropbox or Google Drive and share a link as part of your application.

We are particularly interested in answers to the following questions:

- **Why do you want to work with Dance Umbrella?**
 - *Please describe why you want to work at Dance Umbrella, and why you are interested in this role.*
- **Why do you think you are suitable for this role?**
 - *Please describe how your skills, knowledge and experience match the job outline, while also explaining your motivation and goals.*
- **What is your experience of working on a project or event with multiple tasks and responsibilities?**
 - *Please consider the following:*
 - *What was your role in the project/event?*
 - *Where were the key things you needed to consider for successful delivery?*
 - *What was the outcome?*
- **What is your experience of working with artists/performers?**
 - *Please tell us about a time when you worked with an artist or company, and how you supported them to deliver their work.*

Please also complete the **Equal Opportunities form**, which you can find [here](#).

Deadline for applications: **10.00 BST, Thursday 5 June 2025**

Interviews

Interviews will be held **Wednesday 18 June 2025 at Somerset House in London**. Second-round interviews, if required, will be on Thursday 26 June 2025.

If you are unable to attend the interview in-person we will consider holding your interview remotely via video conferencing.

Ahead of the interview we will:

- Share a photo of the interview space
- Share the interview questions ahead of time

If you have further questions or for any access requests, please contact Amy Sheppard at AmyS@danceumbrella.co.uk

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 Black, Asian and Global Majority ethnic backgrounds. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.