



Associate Producer (One Year Fixed Term)

Part of the Weston Jerwood Creative Bursaries

Job Pack Contents

- Job description
- About BGAC
- Why this role?
- What will you be doing?
- About you
- Eligibility
- What next?
- Applying
- The application process
- FAQs

Job Description

Job title: Associate Producer

Salary range: £22,425 | Including auto-enrolment in pension scheme

Contract: 12 months, fixed term, starting April 2021 - March 2022

Hours: Full time - 5 days per week | We are happy to discuss flexible arrangements for your working pattern so that you are able to combine fulfilling the requirements of this role with other commitments (eg childcare/caring commitments).

Location: Tottenham, London.
With anticipated home working from in accordance with Public Health England Covid-19 guidelines.

Application deadline: Wednesday 10th March @ 9am



About the Bernie Grant Arts Centre

The Bernie Grant Arts Centre is a state of the art, purpose built arts complex in the heart of Tottenham Green, North London.

Designed by British-Ghanaian architect Sir David Adjaye, and opened in 2007, our site features a 274-seat theatre; 3 rehearsal spaces, a lounge cinema, café & bars; 20 creative workspaces, and an impressive outdoor square.

Inspired by the vision of the late Bernie Grant MP, we champion Black artists telling their own stories. We present a range of multi-disciplinary art form events, including theatre, performance, dance, literature, film, music and festivals.

Our mission is to remove the barriers that contribute to the under-representation of Black artists and audiences and to redress this imbalance by nurturing and celebrating the creativity in cultural diversity. By making the arts accessible to all, we seek to make a substantial and ethical contribution to the social and economic regeneration of Tottenham.

The Next Stage of Our Journey

We are looking for someone with drive, commitment and excellent administration skills to provide extra support within our small but dedicated team as we adapt to the changing cultural landscape.

We are committed to raising the profile of Black artists through presenting and co-creating high quality work and delivering artists development, creative learning and engagement opportunities. As we recover from the impact of Covid-19 on our organisation and work towards reopening our main theatre, could you bring the ideas, energy and lived experience we need to be successful on the next stage of our journey?

Why this role?

We are delighted to present an exciting new opportunity to join our team for a year as an Associate Producer. You will play a vital role within the Bernie Grant Arts Centre as we move towards reopening and delivering our mission of supporting Black artists to tell their own stories.

Supported by the Weston Jerwood Creative Bursaries (WJCB) programme, this role is specifically aimed at people who have experienced social and/or economic barriers to employment in the arts. In keeping with our artistic mission of supporting

Black artists to tell their own stories, we particularly welcome applications from Black, Asian and ethnically diverse people who have been historically underrepresented in the arts and cultural workforce. We are also particularly keen to support local talent and encourage applications from within our local Black community. We guarantee to interview any candidate with a disability from a Black or ethnically diverse background whose application displays a deep understanding of the work we do.

This role includes a specialist programme of career support, mentoring and training provided by the Weston Jerwood Fellowship Scheme. It's important that the person we choose for the role wants to pursue a career in the cultural sector and wants to engage with the training and mentoring elements of the programme. Please read the accompanying information carefully before making an application. You can find out more [here](#).

What will you be doing?

Working within a small but dedicated team you will be helping us to develop and deliver a dynamic creative artistic programme that proudly nurtures, platforms and champions Black artists, Black led work and celebrates the creativity in diversity.

Over the 12 months you will gain experience across the organisation, from programming to marketing to finances and administration. Your typical responsibilities will include:

- 1. Assisting in the planning, delivery and smooth running of projects and events that form the BGAC 2021/22 artistic programme.**
 - Researching and booking artists, authors and speakers
 - Supporting the team with logistics of live and digital events
 - Connecting with local partners and potential audiences
 - Supporting on the administration of the programme

- 2. Supporting the programming and delivery of the BGAC festival programme including the Windrush Festival and Tottenham Literature Festival.**
 - Researching performers, authors, publishers and artists
 - Originating ideas, suggesting speakers, chairs and panel ideas
 - Working with festival programmers to secure speakers
 - Supporting the administration festivals eg, budget management, contracting artists, writing programme copy.

3. **Supporting the creative, community and engagement elements of the BGAC programme, eg workshops, talks, pop up performances and outreach activities.**
 - Liaising with community partners to build programmes with authentic community voices
 - Assisting on our community led programming - eg BGAC Social Prescribing and Participation programmes.

4. **Providing logistical and administrative support to the CEO/AD and Administration & Building Manager.**
 - Provide day to day support to the BGAC team
 - Arrange and attend meetings
 - Taking minutes and notes if required
 - Managing email inboxes
 - Junior budget management - **we do not expect all candidates to have experience in budget management, training will be offered.*

Please Note: Due to the nature of our events, some evening and weekend work will be required.

About you

We are looking for someone who:

- Is as passionate as we are about championing Black artists and serving Black audiences
- Has 2-5 years of creative or transferable experience of work since leaving education (this can include your own creative activities and skills within or outside of your education or day job, and can include skills from a different sector that would be relevant to this role)
- Has experience of organising or assisting with the organisation of events (paid or unpaid);
- Has lived experience of a diverse community such as Tottenham
- Is able to work well and communicate with a wide range of people
- Is self-motivated, with a flexible and proactive approach to work;
- Takes a practical hands-on approach to project delivery;
- Has a flexible, creative approach to work and can stay calm under pressure;
- Is well organised and able to multitask, with strong time management skills;

- Has demonstrable experience of completing administrative duties;
- Has good IT skills (including MS Office and Google Drive);
- Is able to demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of the BGAC as a whole and in the work of this particular job.

Eligibility

To apply, you must:

- Be in the early stages of your career in the arts. By early stages, we mean that you have between two and five years of relevant work experience (paid or unpaid) since leaving education. We recognise that you may have faced barriers to training and gaining creative work previously and we welcome applications from those who may not have taken a traditional route or who are coming to a career in the arts later in life.
- Have experienced socio-economic hardship and/or be from a low-income background and/or self identify as working class and/or be in receipt of or have applied for benefits. You can find out more about socio-economic diversity and the actions the Weston Jerwood Bursary Programme is advocating for in this [Toolkit](#) and [FAQs](#).
- Have the legal right to work in the UK.
- Not be in full time education (12 hours or more formal study a week)

What next?

We will be hosting an open Zoom drop in session on **Monday 1st March** from **2:30pm to 3:30pm** where you can informally meet our Artistic Director/CEO and our Administration Manager and ask any questions you may have about the role or working at BGAC.

If you can't join us on the open day or don't have access to your own smartphone or computer, you are very welcome to email recruitment@berniegrantcentre.co.uk or call 07496 343416 to talk to us about the job before you apply.

To apply for the role, please send us:

- An up to date CV;
- A cover letter (up to 2 A4 pages) (see FAQs)
- A completed Monitoring Form (*this form will not form part of the selection process but is a necessary part of our recruitment monitoring process*)

In your cover letter, please try to answer the questions below. We're interested in what you say rather than how you say it so please answer in a format that best suits you and enables you to respond fully to the questions. This could be written English, video (BSL/spokenEnglish/SSE), audio recording, bullet points, etc.

1. Let us know;

- Your name
- Preferred pronouns (ie: she/her, he/him, they/them)
- Address
- Email
- Contact Phone Number
- Please confirm whether you are 'locally rooted' to Tottenham
- Do you have the legal right to work in the UK?

2. Please tell us a little about your life and career journey so far.

Which element of the fellowship speaks to you and why would it be the right next step for you? (write/record around 400 words)

3. Please tell us about your creative experience, paid or unpaid, both in and out of theatre.

What are your strengths? (write/record around 300 words)

4. What areas of producing events do you need support in developing?

5. Tell us anything else you think will help us know more about you and your experience.

(write/record around 300 words)

6. Describe a Black led artistic, cultural or creative experience that moved you.

- 7. Please feel free to share any access requirements you have. Information you provide regarding your access requirements will not form part of the decision-making but will allow us to support your application process.**

You can submit a video (up to 4 minutes) or have an informal interview instead of writing a cover letter if you would prefer. We are committed to making our roles accessible to all so if you have any feedback or would like to submit in a different way, please email recruitment@berniegrantcentre.co.uk to discuss with a member of the team.

Please email your CV, cover letter, and monitoring form to recruitment@berniegrantcentre.co.uk

Your application and data will be stored securely and confidentially, in line with GDPR and PECR. See our Privacy Policy for full details on how we handle data at <https://www.berniegrantcentre.co.uk/privacy-policy/>

The application process

Once you have submitted your application we will get back in touch about a week after the deadline to let you know if you have been selected for the shortlist.

If you are in the shortlist, you will be invited for an interview.

We will ask you to complete an access questionnaire to ensure that we can accommodate any needs you may have for the interview.

One of our staff team will call you ahead of the interview for a short conversation to make sure you feel comfortable in the interview and to answer any questions you may have.

The interview will be held via Zoom and you will be asked to do a brief 5 minute presentation. We will give you the details of the presentation and the interview questions before the interview. If you do not have access to a computer, we will discuss an alternative arrangement.

You will be given a financial contribution of £20 for attending the interview to cover any costs you may incur such as time away from your current job, or childcare.

Please read this application pack thoroughly and check over the eligibility criteria before applying.

If you're not sure we encourage you to drop us an email or give us a call so we can answer any questions you may have. Take a look at our FAQs below which may answer some questions you have:

FAQs

- **What is the Weston Jerwood Creative Bursary?**

Over 2020-2022, the Weston Jerwood Creative Bursaries programme will support 50 salaried jobs in arts and cultural organisations across the UK, for individuals from low socio-economic backgrounds. The programme is dedicated to supporting outstanding early-career artists, curators, producers and creatives to thrive, and working in partnership with leading arts and cultural organisations to take an inclusive, intersectional approach to recruitment, artist development and organisational change.

Fair access to working in the arts and cultural sector remains an urgent issue, with those from low socio-economic backgrounds still significantly under-represented amongst the artists and employees of UK theatres, festivals, galleries and arts organisations of all kinds. The programme seeks to interrogate and remove barriers to entry and enable those on the programme – the 'Fellows' – to build careers in the arts with confidence and support.

More about Weston Jerwood Creative Bursaries and eligibility could be found [here](#).

- **What is a lower socio-economic background in reference to WJCB?**

Class can be a loaded term. We talk about 'socio-economic background' instead of class because it helps us to be more specific and join up our work more easily with other social justice organisations outside of the arts. For example, in academic research about social mobility, socio-economic background or socio-economic origins is often the preferred term. The term refers to the particular set of social and economic circumstances that an individual has grown up in. Individuals from a low

socio-economic background will most likely have been to state school, might have received free school meals as a child, and had a low household income when they were growing up. They might have grown up in the care system or been the first in their family to go to university. Other terms people from a lower socio-economic background might identify themselves with are working-class or benefits-class. Individuals from a lower socio-economic background are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. The programme has been thinking carefully about language since it started in 2010.

- **What skills from a different sector might be relevant to this role?**
 - Customer facing roles, such as working in a shop or a restaurant, receptionist;
 - Admin work, such as personal assistant, support staff;
 - Community support roles, such as working as a youth worker, working at a community centre, supporting a youth group etc.

- **What experience outside the workplace might be relevant to this role?**
 - Organising your own events (gigs, community theatre, charity fundraiser, celebration event);
 - Creating and performing your own theatre and / or exhibitions, concerts, poetry, theatre etc;
 - Volunteering for a charity organisation or for a community group.

- **Where will I be working?**

The role will be based at the Bernie Grant Arts Centre in Tottenham, London. Due to the current climate, the role may start as a remote working position with a review process in due course based on Public Health England's Covid-19 guidance.