



Assistant Producer Job Pack

About Callum Holt

Callum Holt is an independent Producer based in Leeds but working across the UK. He supports a number of artists including Mobius Dance, Northern Rascals, Rachel Clarke Dance Company, Excessive Human Collective and Rachel Dean, and has produced festivals and events for organisations such as Yorkshire Dance, the Leeds Dance Partnership and Leeds City Council (Leeds Light Night). He also runs artist development programmes, most notably his What Next Workshops which aim to give early career artists the basic knowledge and skills they need to kickstart a freelance career in the arts.

The work he does varies greatly, but is underpinned by:

- Supporting artists in establishing themselves and growing their careers
- Advising on and supporting projects that involve making innovative live performance, in particular dance, live art, and musical theatre
- Supporting projects that are socially engaged

He is particularly passionate about providing artists the support they need in order to make great projects, and in supporting projects that respond to social issues.

Main Purpose of the Role

To provide Callum Holt with administrative and creative producing support for the various artists and projects he is working on.

Scope of the Role

- To assist on creative projects that Callum is managing, with a particular focus on booking travel and accommodation, light budget management, and administration
- To be a PA for Callum, assisting in responding to e-mails and enquiries, and supporting Callum in managing his diary

Duties and Key Responsibilities

- To assist Callum when he is delivering on creative projects
- To provide light support with writing contracts
- To provide light budget management support for projects that Callum is managing
- To conduct research and gather information for funding applications
- To book travel and accommodation when required for Callum or for artists working on projects he is managing
- To book meetings and manage Callum's schedule
- To respond to e-mails and enquiries

Please note this is an entry-level role, and training will be provided on any aspects that the selected candidate needs help with.



Terms and Conditions

Contract Type: Self-Employed/Freelance

Fee: £115 per day (you will be responsible for paying your own tax and National Insurance)

Hours: 1 day a week, but exact working pattern can be negotiable (e.g. it can be a fixed day every week, a few hours every day)

Location: Callum is based in Leeds but works across the country. The candidate will mostly work from home and will meet with Callum fortnightly in Leeds.

Person Specification

<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
Good organisational skills and high attention to detail	X	
Good written and verbal communication skills	X	
Good interpersonal/people skills	X	
Good problem-solving skills	X	
Good IT skills and ability to work with Microsoft Office	X	
Ability to manage own workload		X
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of working in a small team		X
Experience of working in event management (at any level – you could have experience as a steward or a volunteer, or have been involved in organising the event)		X
Experience of working in a creative environment		X
Experience of working in an office based environment		X
<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>
Enthusiasm for the creative arts and supporting artists with their projects	X	
Passion for equality and diversity and in making the arts accessible to all	X	
Creative flair	X	
Friendly, compassionate and helpful manner	X	
<u>Other</u>	<u>Essential</u>	<u>Desirable</u>
Right to work in the UK	X	
Be within commutable distance of Leeds	X	