

Junior Producer

About the Role

LYNNEBEC are looking for a Junior Producer to work with them on the delivery of a mid-scale outdoor performance for July 2022.

You will support the logistical and creative delivery of the project working across educational, corporate & independent arts contexts. As part of this role you will receive mentorship and guidance from Senior Producer Amy Dalton-Hardy.

The Fee

+ £6000 fee based on approx 1.5 days per week at £160.

Contact

✉ lynnebec@gmail.com

🌐 www.lynnebec.org

About LYNNEBEC

We are a performance company making interactive performances for outdoor or unusual spaces. We're curious about what experiences transform our perspective on the world, on ourselves, and ultimately connects us with others. We're passionate about the potential of dance, movement and outdoor spaces as a meeting point for these experiences.

Timelines

Onboarding

March 2022 ■

Main Project

April - July 2022 ■

Evaluation

September 2022 ■

+ Key Dates

15 July, 22 - 29 July 2022 ■

About the Project

LYNNEBEC are working with educational partners, in the creation of a new outdoor project for July 2022.

The project will work with a cast of young people to devise and create a project inspired by the history of street parties.

It will be a 30 minute promenade, interactive dance party touring across 3 sites across Birmingham and Warwickshire with **minimal set, tech, props** allowing for flexible and swift get in and get out.

Due to commissioning partners involved, we are unable to give further details about the performance. If you are shortlisted for interview, you will receive an updated brief with specific details about the project.

Responsibilities

- Work with Co-Artistic Directors and Senior Producer to support the administrative and creative delivery of the project
- Support in the organisation of meetings, creation of contracts, monitoring emails, creation of risk assessments, ensuring company safeguarding is adhered to at all times, monitoring budget, strategic planning, supporting student rehearsal process and performances
- Work closely with the Production Stage Manager and Company Manger in the monitoring and creation of rehearsal schedules



Skills & Competencies

Energy

- Positive, open and collaborative

Adaptability

- Able to switch headspace across a multi layered, multi-partnered project both online and in person working contexts

Communication skills (verbal)

- Confident and clear. Comfortable speaking to variety of different people within arts, corporate and educational settings.

Communication skills (written)

- Confident and clear. Experience of Microsoft Office / Google Workspace / Zoom.

Problem Analysis

- Able to maintain objective oversight on project planning, anticipate and mitigate any potential problems.

Project Management

- 1-2 years experience within arts contexts either paid or unpaid.

Organising and Planning

- Excellent organisation skills with the ability to prioritise and manage workload. Open to learning new processes.

How to Apply:

Please submit the following to lynnbec@gmail.com by **10am on Friday 25th March 2022:**

- An up-to-date CV
- A covering letter of no longer than 1 side of A4 or video/voice note of no longer than 3 minutes, which includes your name, address and contact details, that responds to the 'About the Role' and 'Skills & Competencies' criteria.
- A completed Equal Opportunities Monitoring Form

We will let you know by the end of **Monday 28 March** whether or not you have been invited to interview.

If you are invited to interview, we will send further details of the project, people on the interview panel and a copy of the interview questions in advance. Please feel free to ask any questions!

Interviews will be held on zoom on the **Thursday 31 March.**