



**Boy Blue seek an Assistant Producer to support all aspects of our work.**

**Full -time Assistant Producer**

**Start date from August 2018**

**£22,000 PAYE**

Award-winning dance company **Boy Blue** was founded in London by choreographer Kenrick 'H2O' Sandy MBE and composer Michael 'Mikey J' Asante. Jo Stendall is Executive Director and Shawab Iqbal, Learning and Participation Producer.

Since its inception in 2001, Boy Blue has engaged audiences and inspired the next generation of artists through the creation of first class work for the stage and screen and the training of young dancers. Our company currently numbers over 100 dancers from the age of 8 years old upwards and we are committed to longevity, legacy and supporting the next generation.

We have an ambitious programme of work in place over the next four years, as we move forward with Arts Council National Portfolio funding, and are looking for someone to join us in this newly developed role.

You will be enthusiastic, experienced, and highly motivated with a passion for organisation, problem solving and for the work of Boy Blue.

#### **Application Process**

**Please apply by filling in our application form and equality and diversity monitoring form.**

Deadline – 10am on Wednesday 11<sup>th</sup> July 2018.

Interview date – Tuesday 17<sup>th</sup> July 2018.

Send by email to Jo Stendall [jo@boyblueent.com](mailto:jo@boyblueent.com) or post it to

Jo Stendall, Executive Director

Boy Blue

Stage Door

Barbican Centre

Silk Street,

London EC2Y 8DS

If you have any questions about the application process, please contact Jo via email.

With best wishes

Boy Blue



## **Job Description**

**Title:** Assistant Producer

**Responsible to:** Co-Artistic Directors, Executive Director, Learning and Participation Producer.

**Responsible for:** Freelance Admin support

## **Outline of responsibilities**

The Assistant Producer will:

- Provide administrative support in the Boy Blue office
- Work with the team in the effective planning and delivery of the programme of activity

### Administrative Support

- Dealing with telephone enquiries and general correspondence
- Maintaining and updating the Boy Blue Team diary including arranging meetings on behalf of the team
- Have responsibility for our Company Database
- Ordering stationery, office supplies and taking responsibility for Boy Blue's office space
- With the Executive Director, scheduling Board meetings, attending and taking minutes

### Programme Delivery

To support the Executive Director with all aspects of producing Boy Blue's programme of activity which will include;

- Booking rehearsal space
- Booking touring travel and accommodation
- Drafting, issuing and administering all contracts for dancers and creative teams
- Supporting administratively the Company Stage Manager of each project
- Ensuring that our website is kept up to date with relevant information and news items
- Using our Social Media channels to support promotion of the work and to communicate information about the Company

### Learning and Participation Support

To support the Learning and Participation Producer with the following;

- Work with the established Boy Blue London team to support the delivery of our East London Training School
- Answer initial queries about our educational offering
- Book teachers travel and accommodation, where needed
- Draft, issue and administer all contracts for teachers
- Organise the distribution of sales of our education pack and DVD



### Data Collection and Reporting

- Have responsibility for collating all necessary data for Boy Blue and our funders
- Create systems to manage this data with recourse to the Data Protection Act

### Organisational Responsibility

- To undertake all aspects of the role with a meaningful commitment to equality, opportunity and diversity
- To be mindful of environmental issues within all that we do and to contribute to our Environmental Policy and Action Plan
- To be a representative of Boy Blue and an advocate for our work

As this is a new role, we are looking for someone who can be flexible if certain elements of this job description, and its duties, change over the course of the year.

### **Person Specification**

#### Essential knowledge and experience:

You will be enthusiastic, experienced, and highly motivated with a passion for organisation and problem solving.

You will also have;

- Previous experience working in an administrative capacity
- Strong interpersonal skills
- Excellent oral and written skills
- Computer literate
- Confident in using social media for professional purposes
- Able to prioritise flexibly and manage time efficiently
- Thoroughness and attention to detail
- Able to work on one's own initiative

#### Desirable knowledge and experience

- Have worked in performance and/or education previously
- Experience of working with Macs
- Experience of working with WordPress

**Terms and Conditions**

This is a fixed term position, initially for one year.

**Salary:** £22,000 PAYE

**Hours:** 5 days a week from 10.00am - 6.00pm. Certain Sundays will be days of work, but TOIL can be taken off to compensate.

**Annual Leave:** 20 days plus all bank holidays

**Probationary Period:** 3 months

**Notice Period:** 2 months

**Pension:** You will be auto-enrolled in to the NEST workplace pension scheme to which Boy Blue will make a contribution.

**Location:** Barbican Centre, London, is our office base.