

Job Vacancy : Voluntary Production Assistant
ORGANISATION: They Eat Culture (TEC)
ABOUT They Eat Culture

They Eat Culture is a direct creative intervention into the cultural life of Preston and Lancashire. We programme, commission, & produce quality arts & cultural work, and run culturally engaging, in-deep projects co-designed with communities.

ABOUT THE POST

In the post of Production Assistant to the Production Manager, you will primarily work alongside the Production Manager Jackie Jones and secondary to the Creative Director Ruth Heritage to plan, produce, deliver and evaluate Future Preston Tours: a short season of sited immersive science fiction screenings within various locations within Preston City Centre. You will support the Production Manager in overseeing all aspects of the project including managing project timelines and contributing to the development and implementation of the marketing and evaluation strategies.

ABOUT Future Preston Tours:

Days of Fear and Wonder is a British Film Institute (BFI) season which will include over 1000 screenings of classic film and television programmes at over 200 locations across the UK, from outdoor events at iconic British sites to screenings in multiplexes, local cinemas and community venues.

Main Duties

- To assist the Production Manager in effectively managing all aspect of the projects
- To support the Production Manager in ensure that all project targets and timelines are being met, as well as all funding requirements
- To contribute to the marketing and social media development for the project.
- To undertake any other duties as reasonably requested by the Production Manager or other members of the project team.
- To contribute to the research of sponsorships, commissions, resources and contacts for the project.

Specific Requirements

- Ability to engage with people from a wide range of backgrounds and experiences
- Ability to plan, develop and maintain a range of activities
- A proactive and creative approach to project work and problem solving
- Knowledge of contemporary arts practice with an interest in socially engaged/site specific practice
- Some experience of and/or a demonstrated interest in arts

management/administration and in working closely with artists to deliver high quality arts activity

- Excellent communicator, strong organisation and time management skills
- IT literacy, some experience of working with social media and blogs
- Able to work independently and flexibly to meet the project requirements

Location

They Eat Culture, Northern Lights Business Space, 4th Floor, Media Factory, UCLan, PR1 2HE.

Plus remote working including site visits and attending meetings in other North West locations.

Conditions and Benefits

Closing Date: Wed 11th Sept - Noon

Interview Date: week of the 15th Sept

Start Date: Late September 2014

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End Date: end of Nov with live events

Hrs: PT approx 200hrs (25 days) including meetings, research and practical

This is a great opportunity for somebody looking to further their knowledge & skills in Arts Production.

For further information contact Jackie Jones
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