



Forma
www.forma.org.uk

Forma

Assistant Producer

Recruitment Pack

Job Description

Job Title:	Assistant Producer
Contract Terms:	Full time (40hrs/week)
Probation Period:	3 months
Salary:	from £25,500 plus benefits
Annual Leave:	25 days per annum
Reports to:	Artistic Director

Forma

Forma is one of Europe's foremost arts and media producers, working with British and international artists to initiate, develop and deliver contemporary art projects of ambition and scale. The organisation is widely acclaimed for its high quality, contemporary, interdisciplinary productions. Encompassing concerts, performances, films, exhibitions public art works, and publications, Forma's programme is presented in collaboration with major venues and festivals, and reaches a large audience across the UK and internationally.

Forma has recently undertaken a period of change and development, with new artistic leadership and a new artistic vision. Forma is at the centre of an emergent trend by artists working with a sensorial, and immediate experience of art and an engagement with a contemporary sublime. This artistic vision and direction is accompanied by an exciting change in our brand message and organisational model that combines production and distribution.

Forma is an Arts Council England National Portfolio funded organisation.

Purpose of the role:

The Assistant Producer supports the delivery of Forma's artistic programme, working across a range of projects with a specific focus on the development and delivery of Forma's touring programme.

Supporting the Artistic Director and Artistic Producer to deliver the artistic programme, you will organise the administration for a schedule of events, one off gigs, installations, screenings and exhibitions including support for new ideas and early stage R and D.

In your role as advocate for Forma and its work you will sell and promote existing works for touring, representing Forma's artistic and business interests nationally and internationally by pursuing opportunities for presentation and distribution to audiences. You will be responsible for securing touring opportunities, arranging events and organising the logistics of existing work, developing a new income for Forma through touring.

As Assistant Producer, you will provide logistics support related to the wider organisation management with the focus on co-ordination and administration of all travel, transportation and production equipment.

A key requirement of the role includes undertaking regular travel in the UK and Internationally.

Key Responsibilities

- Support the Artistic Director and Artistic Producer as required in the production and realisation on a range of artistic projects.
- Research, develop and manage a network of touring relationships, generating presentation opportunities for existing works and responding to demand for Forma's Portfolio of Works.
- Work with the marketing manager to promote and sell Forma's existing works to festivals, venues and galleries in the UK and Internationally including creation and production of touring packs.
- Work with the Artistic Director and Artistic Producer and with artists to secure bookings for Forma touring productions, creating and managing the year round touring calendar of events

Production Logistics

- Coordinate planning and budget for travel and shipping of production, including accommodation where appropriate and organising logistics.
- Where appropriate ensure condition checks on artworks and equipment used on projects is undertaken.
- Act as key point of contact between artist, venue, marketing and production.
- Be responsible for managing and compiling production schedules, circulating itineraries to all crew, artists and staff.
- In some cases, travel on tour with the production, assisting the production manager in overseeing project delivery and production.
- Work with the marketing manager to collect data and documentation related to audiences with a focus on audience data, press reviews and user experience information.
- Undertake risk assessment review for projects and events where appropriate.

- Support the production of projects and events across Forma's artistic programme as required.
- Attend events and represent Forma as required at events nationally and internationally.

General

This role includes logistics support related to the wider organisation management, specifically:

- Coordinate air and ground travel, accommodation bookings for all Forma staff and projects, including shipping and organising company diary and meetings.
- Administrative support for Forma's inventory of production equipment. Managing new purchases, old repairs, resales and equipment loans, maintaining the asset register and managing storage facilities and artwork storage (physical and digital).
- Administrative support for logistics such as visa's and work permits, event permits and licences, and the administration of artwork loan agreements.
- As part of the team, you will also attend events and represent Forma as required at events nationally and internationally, engaging in networking activity.

Person Specification

Working within a creative, committed and skilled team, you will be a self-starter with some experience of production and delivery of cultural projects. You will demonstrate a strong understanding of the arts and culture sector within the UK and internationally. In addition you will have a proven understanding of shipping, touring and logistics organisation. You will be keen to develop new production, development and managerial skills and wish to further your career as a producer of contemporary art, nationally and internationally. The role involves some travel and periods of working remotely.

Essential

- At least three years of working with a range of cultural partners to deliver artistic projects.
- Experience of developing booking opportunities for the presentation of artworks, performances or events.
- Knowledge of and keen interest in contemporary art, music, film and performance.

- Awareness and understanding of existing networks within the arts and cultural sphere.
- Excellent writing and communication skills.
- A working knowledge of production equipment.

- Proven track record and experience of project management and administrative skills.
- Proven ability to communicate effectively and persuasively with different audiences, project partners, directors, colleagues, artists and the general public.
- Ability to prioritise a complex workload and work well under pressure.
- Computer literate.
- Possession of an innovative and entrepreneurial approach to problem solving.
- Experience of working within a small team and with freelance staff and distributed workforce
- Self motivated with a collaborative, entrepreneurial approach.
- Willingness to work flexible hours including evenings, and to travel nationally or internationally when required.
- Experience of gathering quantitative and qualitative data related to audiences, experience, and engagement.

Desirable

- Experience of managing or tracking a budget.
- Experience of producing art in outdoor contexts
- Strong technical knowledge of AV equipment
- Experience and knowledge of international shipping of artworks, visas and condition checking of art works
- Knowledge and network to promote Forma and it's portfolio of existing works,

Applications

Closing date: 8th August

Interviews: 16th, 17th, 18th, August

Please apply in writing explaining your suitability and motivations for applying for the role, with an up to date CV.

Please send applications and queries to MJ@forma.org.uk