



Role: Assistant Producer
Project: Summer in the CIQ (working title)
Contract: Freelance
Dates: May - Sept
Employer: Site Gallery Ltd, 1 Brown Street, Sheffield, S1 2BS
(On behalf of the programme partners; Showroom Workstation, Bloc Projects, Yorkshire Artspace)

Fees: A fee of £3,000 (incl VAT) is available (e.g. 20 days @ £150 per day)

Scope:

We are looking for an enthusiastic individual looking to develop their experience as an events programmer and project manager to work alongside our Executive Producers and a range of arts organisations in the Culture Industries Quarter of Sheffield, to help design, develop and deliver a programme of social and cultural activity, to take place over Summer 2022.

This is a supported role and a chance to develop your skills. Previous arts and cultural programming experience is not necessary. We are looking for someone with relevant transferable skills which could be applied to the role, examples of which could include:

- A good knowledge of Sheffield City Centre and its diverse communities
- A 'can do' attitude
- Good organisational skills
- A confident communicator
- Someone who is calm under pressure
- Interests in the Weekender themes

We particularly welcome applications from individuals who feel they are underrepresented in the arts and cultural sector and from individuals looking to start a career in the arts.

During programme development, the role will primarily involve working from home but office space at Site Gallery can be provided, as well as access to a laptop if needed. Applicants would ideally be within a manageable commuting distance from Sheffield City Centre and the Cultural Industries Quarter and available to be on site for each of the four Weekenders.

If you are interested in developing a creative career as an arts/events producer, project manager, curator or programmer, this could be the perfect chance to work closely with an experienced Executive Producer to gain confidence and develop your skills.

The Project:

Summer in the CIQ will be a celebration of creativity and making based throughout the Cultural Industries Quarter through a series of 4 free Weekender events in Summer 2022.

Urban Futures: Saturday 2nd & Sunday 3rd July

Young People: Saturday 30th & Sunday 31st July

Street Art/Public Art: Saturday 6th & Sunday 7th August

Sustainability: Saturday 6th & Sunday 7th September

Activity includes three new mural commissions (managed and delivered by a separate team), live music, creative contributions from community groups, artists and makers and family activities. The Young People's Weekender planning is already underway so the focus on this role will be the other three Weekenders.

Summer in the CIQ will bring together over 20 cultural, community and hospitality businesses in the district, create employment opportunities for artists and creative freelancers and welcome 5000 visitors to the quarter through a carefully crafted programme designed to reach a broad range of audiences including families, teens and adults. Access and diversity will be embedded in programme design, community engagement and marketing strategies to create a truly meaningful and impactful series of micro festivals.

The programme is designed ultimately to bring back audiences and customers to the cultural and hospitality venues in the quarter who are suffering ongoing decline due to the impact of Covid. It will forge new working relationships between businesses and create a new sense of identity and intent for those working in the quarter to work together to build the reputation and viability of the CIQ into the future.

The Role:

- Work with the Executive Producers to create detailed event plans for each which will be submitted and approved by Sheffield City Council.
- Be an additional point of contact for venues, organisations, artists and groups involved in each Weekender.
- Assist with bringing together information for marketing and promotional purposes and distribution.
- Assist in hiring and purchasing equipment for the events.
- Be on site and able to support the Executive Producers, volunteers and wider team to deliver the Weekenders.

To apply:

You will need to submit:

1. A CV detailing your employment history (no more than 1-2 pages)
2. A brief covering letter outlining:
 - Any relevant skills and experience you would bring to the role

- Why this role feels relevant for you at this time

3. Complete this anonymous [Equal Opportunities Monitoring form](#)*

Your CV and covering letter should be sent to Judith Harry, CEO, Site Gallery via jobs@sitegallery.org.

Closing date for applications is midnight, Sunday 24 April 2022.

Interviews will be: Thursday 28 and Friday 29 April 2022, via Zoom.

PLEASE NOTE: As this is a freelance position, the successful applicant will be responsible for their own tax and national insurance contributions. We are aware that the successful candidate may never have registered as self-employed, assistance will be offered to help you register as either self-employed or self-employed & employed and to guide you through the process of registering with HMRC.

* we ask all applicants for paid and voluntary roles to complete this monitoring form so that we can better understand the reach and fairness of our recruitment process. Data is anonymous and not linked to your application form.

