

Mind the Gap

Job Pack – Assistant Producer Internship

If you would like to talk about the information in this pack, or have any questions, please phone Deborah: 01274 487390 or email deborah@mind-the-gap.org.uk. (I usually work on Tuesdays, Wednesdays and Thursdays.)

This pack contains information about the Assistant Producer Internship at Mind the Gap:

Information about the Internship

Job Description

Details of how to apply

Find out more – Discover Sessions

Mind the Gap is one of Europe's leading learning disability theatre companies creating bold, cutting-edge work for UK and international audiences. The company is dedicated to creating equal opportunities for people with learning disabilities in the arts sector.

Explanation of some important words in the pack:

Internship - the position of a trainee who works in an organisation in order to get work experience

Candidate - a person who applies for a job

Producer - The producer supervises the making and presentation of a theatre production and ensures that it happens on time. They support the creative team to make the best possible production for audiences.

Assistant Producer – assists the Producer to manage a theatre production.

We look forward to hearing from you.

Information about the Assistant Producer Internship:

Mind the Gap theatre company is offering a 6-month part-time, paid internship for an Assistant Producer. This person will work on a new, spectacular, outdoor production called Zara and other Mind the Gap projects.

This is an opportunity for someone with a learning disability to develop their professional theatre skills, by working for Mind the Gap in a supported and enjoyable environment.

This opportunity means working for about 16 hours a week.

What will you learn?

- Practical skills to start a career as an Assistant Producer
- Knowledge and understanding of the work of a Theatre Producer
- An understanding of how theatre productions are made
- How to create theatre to a high standard
- Understand the roles of other theatre professionals involved in creating theatre productions.

Dates of Employment: 1 October 2018 to 31 March 2019

Hours: 16 hours per week. (We may ask to work some evenings and some week-ends. We will work with the successful candidate to manage the internship around their specific needs.)

Duration: 6 months

Salary: National minimum wage - £5.90 (for people aged 18 to 21), £7.38 (for people aged 21 to 24), £7.83 (for people aged 25 and over). We will discuss payment options with you in line with any benefit arrangements.

Deadline for Applications: 29 August 2018

Interviews: 3 – 7 September 2018

Base: You will be based at Mind the Gap Studios in Lister Mills, Manningham, Bradford.

Access: The building is fully accessible. Your full access requirements will be discussed and agreed before you start.

Job Description – Assistant Producer Internship:

Role and Responsibilities:

To work closely with Mind the Gap Senior Producer and assist on the production of Zara and other projects.

The role will be adapted to the skills of the successful candidate. We are open to applications from people with learning disabilities and any other access requirements. Appropriate support and equipment will be provided as needed.

The role will involve a wide variety of activities.

To apply for this job, you must be willing to do, or learn, the essential activities and skills listed below.

Essential Activities:

- Assist the Producer
- Attend meetings and project activities
- To take notes and create documents as needed
- Be a contact person
- Contribute to marketing ideas and plans
- Assist with event planning and help them run smoothly.
- To assist with good filing systems and databases of activities.

Essential Skills:

- Able to work well in a team and enjoy working with people
- Well organised and good planning skills
- Have a positive and helpful attitude
- To be able to use email
- To be able to use Word and Excel at a basic level
- To use the internet to look for information
- Good attention to detail
- Good time-keeping and commitment
- An interest and enthusiasm for theatre

To apply for the Assistant Producer Internship, you should be over the age of 18 on 1 September 2018.

We want to hear about you and your skills.

How to apply:

If you think this is an opportunity for you, then fill in an Application Form. You can download it from the web-site at www.mind-the-gap.org.uk/jobs or ask for it to be sent to you by post by phoning Deborah on 01274-487390 or email at deborah@mind-the-gap.org.uk.

Once you have filled in the Application Form you will need to provide more information about yourself by answering the questions below.

QUESTIONS

- Which Internship you are applying for?
- Why would you like to do this role?
- What experience do you have in theatre?
- What skills you have to do the role?

You can answer the questions in different ways:

1. In writing – you can write up to two pages of A4
2. By making a short video recorded on a mobile phone – you can record up to 5 minutes
3. By recording an audio file on a mobile phone – you can record up to 5 minutes

Send your application back with the Document or with a link to the video or audio file **either by email to deborah@mind-the-gap.org.uk**

or by post to: Mind the Gap, Silk Warehouse, Patent Street, Bradford BD9 4SA.

The deadline for applications is 29 August 2018.

What happens next?

When we have received your application we will contact you to let you know that we have received it. Your application will be reviewed by a panel of three people, who will select a short-list of candidates for interview.

If you are short-listed, you will be invited to come for an interview between the dates of 3 September and 7 September 2018.

We will send you all the information you need to prepare and ask you if you have any access needs.

You can bring someone with you to the interview if you like.

We will also let you know if you have not been selected for interview.

Find out more at one of our Discover Sessions:

Come to one of our **Discover Sessions** to find out more about the job of a Theatre Producer and meet some of the staff and students who work at Mind the Gap. We are also running workshops about the roles of a Theatre Director and a Creative Engagement Facilitator. **Contact us to find out more about these roles.**

You do not have to attend one of the Discover Sessions to apply for the Assistant Producer Internship.

Discover Sessions:

Three workshops about the roles of a Producer, Director and Creative Engagement Facilitator in theatre

You can attend the Producer workshop on its own. Or you can attend all the workshops and find out about the roles of Theatre Director and Creative Engagement Facilitator too. (Link to web-site)

To book a place at one of the Discover Sessions, please contact xxx by Friday 10 August.

The Discover Sessions will take place at four different locations in West Yorkshire on different dates:

Monday 13 August

Orange Box, 1 Blackledge, Halifax HX1 1AF

1:30pm – 2:30pm Producer workshop

2:30pm – 3:30pm Director workshop

3:30pm – 4:30pm Creative Engagement Facilitator workshop

Wednesday 15 August

First Floor, St. Peters Building, 6 St Peter's St, Leeds, LS9 8AH

1:30pm – 2:30pm Producer workshop

2:30pm – 3:30pm Director workshop

3:30pm – 4:30pm Creative Engagement Facilitator workshop

Friday 17 August

Walker Studio, Wakefield Theatre Royal, Drury Lane, Wakefield WF1 2TE

10:30am – 11:30am Producer workshop

11:30am – 12:30pm Director workshop

12:30pm – 1:30pm Creative Engagement Facilitator workshop

Saturday 18 August

Mind the Gap Studios, Silk Warehouse, Patent Street, Bradford, BD9 4SA

10:30am – 11:30am Producer workshop

11:30am – 12:30pm Director workshop

12:30pm – 1:30pm Creative Engagement Facilitator workshop