



STONE NEST, 136 SHAFTESBURY AVE,
LONDON W1D 5EZ

www.danteordie.com

Registered Charity No. 1129984

Company Ltd by Guarantee 5807318

Assistant Producer Job Description

Overview:

Role: Assistant Producer to support Dante or Die's Producer on a freelance basis over 8 months, working across a range of upcoming digital and engagement projects-

Fee: £7040 (64 days across the 8 months, paid at £110/day)

Contract Dates: August 2021 – March 2022 (start date depending on successful candidate's availability)

Schedule: Days to be agreed depending on project schedules but anticipating generally 2 days/week

Reporting to: Sophie Ignatieff, Dante or Die's Producer

Location: We will be working in the office 2/3 days a week, depending on changing government guidelines, so are looking for someone based in London.

To apply: Please send us your CV including contact details for two referees and a brief cover letter (no more than 500 words, or 1 side of A4). We'll use your CV to understand your experience, so in the cover letter we'd really like to hear about:

- why you are interested in this position
- in summary, how you meet the person specification
- an arts project you were involved in in any capacity, which you're particularly proud of
- what you would like to gain from this position

Please do send us an audio file or video of you talking through these points, if you'd prefer. If so, please keep it to 3 minutes max and use WeTransfer to send the file.

Finally, please complete the Equal Opportunities Monitoring Form.

Send to: admin@danteordie.com

Closing Date: 23rd July at 10am

Interviews: w/c 26 July 2021 on Zoom

Dante or Die Theatre is an Equal Opportunities employer and we strive to create an inclusive environment that reflects and celebrates the communities we engage with. We particularly encourage applications from Black, Asian and ethnically diverse people and D/deaf & disabled candidates as these groups are currently underrepresented in our staff team.



ASSISTANT PRODUCER

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Dante or Die is seeking a proactive, enthusiastic and organised Assistant Producer to support its work over the next eight months. This is an exciting period for the company, as we are developing three new digital projects including our first short film & first podcast and a new online theatrical experience. This is a valuable opportunity for an Assistant Producer to develop their producing and administrative skills by working across these projects, while supporting the company's Producer. Dante or Die are committed to supporting new & emerging creatives and greatly enjoy supporting & mentoring young artists.

Dante or Die is an award-winning, independent theatre company, led by Daphna Attias & Terry O'Donovan, that has been creating new performances in unexpected places since 2006. You could experience one of our shows in your local leisure centre or café, the self-storage unit down the road, or on your mobile phone. We collaborate with local people, academics and experts to create a distinctive Dante or Die world, telling stories that grapple with knotty topics through intimate, witty and poignant experiences. Find out more about our work here.

DUTIES

PRODUCTION

- Booking travel & accommodation for selected projects
- Liaising between projects teams i.e. technical, creative teams & cast throughout all phases of a project
- Creating schedules for projects
- Attending planning and production meetings and taking detailed minutes & notes as required
- Production running duties as required during busy production phases i.e. sourcing props, returning costume items, organising catering for meetings etc.
- Marketing for projects (digital & live) inc maintaining the company's social media presence, creating email newsletters, promoting projects to contacts such as academic institutions and creating graphics for digital use

ADMINISTRATION

- Running the Dante or Die calendar and keeping the company's shared schedule updated.
- Updating the Dante or Die website regularly

MANAGEMENT & FINANCE

- Bookkeeping in consultation with the company's Bookkeeper; filing receipts, logging transactions in budgets, coding transactions to projects
- Collating data and information, to prepare funding reports under supervision
- Data entry for funding applications

PERSON SPECIFICATION

Essential

- Six months – 1 year professional producing or arts administrative experience and a keen interest in developing this further
- Ability to remain motivated when working independently
- Proactive and eager to learn
- Ability to work under pressure in a busy environment
- Commitment to achieving high standards
- Passionate about theatre and the arts



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- Excellent written and spoken English
- Excellent administration skills, gained from any office setting, with fluency in Word & Excel
- Flexible and able to adapt working style to project needs

Desirable

- Experience of working on arts projects with community participants
- Digital marketing experience of working on social media accounts or websites
- Flexibility in schedule and an understanding that unsocial hours may be required during busy production periods
- Experience working on digital arts projects

We look forward to hearing from you,

Dante or Die