

STORYHOUSE



Assistant
Producer

STORYHOUSE

Who we are...

Storyhouse is a charity. Our home in Chester incorporates a library, theatres, an independent cinema, a restaurant, and is a community and creative social space.

Each year we run over 2,000 sessions for marginalised communities, including our vibrant festivals co-curated with our communities, including Storyhouse Queer, Storyhouse Childless, Storyhouse Women, Kaleidoscope for learning disabled and neurodiverse adults, the Chester Literature Festival, and WayWord children's literature festival.

Our theatres present a mix of Storyhouse Originals (produced by us in-house) and the best of the UK's touring work, including comedy, musicals, music, workshops and talks. Beyond Storyhouse, we produce Grosvenor Park Open Air Theatre in the city's park and Moonlight Flicks open-air cinema. Storyhouse's cinema screens 3 films a day, handpicked by us in partnership with many of our communities.

Our library has the longest opening hours of any UK public library, welcoming over eight thousand visitors a week. Everything we do is designed with our audiences and creative communities, creating a vital social space in the heart of Chester for everyone.

Website: www.storyhouse.com

Twitter: @storyhouselive

Facebook: www.facebook.com/storyhouselive

Address: Hunter Street, Chester, CH1 2AR

To subscribe, visit <https://www.storyhouse.com/subscribe>

To become a member: <https://www.storyhouse.com/storyhousecard>

Our hashtag is #thishouseisyourhouse, and this philosophy runs through everything we do.



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Purpose of the role

We are looking for someone to assist the Producer with a variety of tasks concerning our Storyhouse Originals productions and the 3 Young Storyhouse shows we produce each year with our 5-25 year olds.

The ideal candidate will have experience working in a similar role in the arts industry, with experience of managing budgets.

To meet the demands of the charity, the post-holder will need to be flexible in their approach to work. Evening and weekend work will be required.

Responsibilities & accountabilities

Administrative Support

- Book meetings on behalf of the Producer.
- Be the main point of contact for creatives working on produced shows.
- Set up tours and meet-and-greet sessions.
- Manage all purchase orders with the finance team for produced work.
- Acknowledge, log, and action all invoices sent in for produced work.
- Research, book, and manage all travel and accommodation for creatives within an agreed budget.
- Obtain any children's licenses and other relevant applications needed for all productions.
- Apply for any PRS licences needed for produced shows.
- Attend and minute all production and design meetings.
- Book audition rooms and any other meeting rooms required both internally and externally by Storyhouse.
- To assist in developing the Artist Development Programme at Storyhouse.
- To help to collate production schedules and send them to the relevant people.
- Purchase props and costumes for Young Storyhouse productions.

Programming, Planning, and Delivery

- Actively seek out different events and productions outside of Storyhouse and feed back on them.
- Represent the Producer in regularly watching the work we have made and feeding back on it.
- Assist and help to arrange all press nights, cast events and post-show events.

Responsibilities & accountabilities

- Support the Producer and Head of Engagement with all aspects of producing Storyhouse Originals and Young Storyhouse work.
- Help to pull together casting breakdowns from script readings and meetings with creatives.
- Organise auditions, note them all, and send any Zoom links for auditions.
- Send offers and Casting Advice Notices out to agents.
- Send rejection emails to any auditionees or interviewees.
- Minute any meetings as required.
- To drive the company van to deliver things necessary for productions.
- To help run rehearsals for any R&D weeks.
- Attend Young Storyhouse team meetings, in particular when working towards productions.

General

- Be familiar with and be personally responsible for acting within the Equality and Diversity policy.
- Be a positive spokesperson for Storyhouse, both inside and outside the building.
- Be welcoming and provide excellent care to all staff and visitors to Storyhouse.
- When needed, undertake visiting company inductions in line with the building's Health and Safety policy.
- Actively keep up to date with the artistic programme.
- Maximise income and minimise expenditure wherever possible without jeopardising the quality of the work.
- Actively engage with the arts and culture sector and be knowledgeable on activities happening across the North West and beyond.

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Staff Benefits

- 30 days annual leave per year including bank holidays
- A Defined Contribution Pension Scheme or a Peoples pension scheme
- Employee Assistance Programme & free flu jabs
- Cycle to work & Travel to work schemes
- Hybrid working practices and flexible working requests available from day one
- Discounted gym membership with Brio Leisure
- Complimentary tickets and discounts on food and drink
- 8 weeks company sick pay available after 12 month service



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Person Specification

Experience

- Experience working in a similar role in the arts industry.
- Experience working in a production or stage management department of a theatre or events company.
- Experience managing budgets.
- Experience using scheduling software.
- Experience working with external companies who provide a range of production services.
- Experience working with young people and/or non-professionals.
- Experience of booking travel and accommodation for companies.
- Experience taking and distributing meeting minutes and materials.
- Experience updating plans and communicating key information.
- Experience drafting and issuing contracts to actors and creative teams.
- Experience supporting and running minor events.

Skills, knowledge & achievements

- A positive, mature, and professional attitude towards work with excellent verbal and interpersonal and good written communication skills.
- Ability to solve problems proactively in a fast and effective manner, working well under pressure.
- An understanding of, and commitment to, equality, diversity, and inclusion.
- Good level of IT literacy.
- Strong administrative, organisational, time management, and prioritisation abilities.
- Flexibility in relation to duties and working hours, which may include evenings and weekends.
- A passion for the arts industry.
- Clean driving licence and experience or willingness to drive vans.

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The opportunity

Title Assistant Producer

Reports to Producer

Salary £23,000 per annum, pro rata

Contract Fixed term for 12 months, beginning 6th November 2023. 40 hours across 5 days (due to the nature of the role, you may sometimes be required to work over 6 days).

Location Storyhouse, Chester.

Applicants should be available for interview 12th October 2023.

For discussion, please contact Emmeline Coppock at peopleteam@storyhouse.com

Representation

We strive to have an exciting, broad range of voices in our workforce, people who share our values and vision and can bring their varying life experience and skills to our work. We value lived experience and your perspective, as much as professional experience.