

# Trainee Producer Job Description

Produced Moon's work exists at the intersection between theatre and technology, we make interactive work for the digital age. Produced Moon has two artistic directors who work collaboratively to create mixed reality, VR and theatrical works. Our Joint Artistic Directors are digital artist and creative mathematician Mel Frances and queer immersive theatre maker Leonie Rae Gasson. The company is currently undertaking R&D of a new VR theatre piece with London-based producers Social Convention.

The Trainee Producer will join us for 15x days total; 1-2 days a week over 3-4 months (flexible), working with the lead artists from Produced Moon and Producers Social Convention. During the project the person will develop their skills as an arts producer, supported by Social Convention, Produced Moon, and an external mentor of their choosing.

**Deadline to apply is November 7, 2022. Start date November 21, 2022.**

Interviews will take place in w/c 14 November.

## Job Description

Throughout the project the role will involve administration and project management including:

- Booking travel
- Light budget management
- Paying invoices
- Organising schedules
- Note taking
- Recording ongoing actions and deadlines
- Research
- Issuing contracts
- Assist lead producers and artists with ongoing administration & tasks

Towards the end of the project the person will be supported to be the lead producer on a hybrid (online & in-person event) on February 24th 2023 (exact date TBC). The event will be a VR Theatre Roundtable, for the VR Theatre communities in both England and Scotland.

Producing this event will involve:

- Responding to a brief
- Curating speakers
- Designing the audience experience for online and in person audiences
- Recruiting support staff

- Designing the access support available for the event. Including: Coordinating BSL Interpretation and captioning for the event, advertising for, allocating and paying bursaries to pay low income artists to attend
- Recruiting and briefing an artist to capture creative documentation of the event
- Working closely with our comms officer to develop copy and key messaging around the event, to go out on website and social media platforms

### **Person Specification**

Essential requirements:

- Scotland-based
- Administrative experience (in any field)
- Excellent written and verbal communication skills, confident in written and verbal English
- Access to a laptop, mobile phone, and reliable WIFI
- Highly organised
- Attention to detail
- Desire to become a producer in some artform
- An interest in technology and digital art, do not need to have experience making or producing
- Share Produced Moon's values of being caring, challenging, pluralistic, experimental and playful.

### **Pay & Benefits**

- A fee of £2250, for 15 days of work paid at £150 a day
- Free access to Social Convention's Skills Sprint Programme for 6 months
- Mentorship and CV guidance from Directors, networking opportunities where available
- Flexible and home working with the exception of planned events
- Opportunities to take ownership of public facing events
- We will provide you with an external mentor of your choosing to support you during the project

### **Candidates**

We are a Queer and Female-led company, and Anti-racism is vital and central to all aspects of our work. We are especially keen to hear from applicants who are underrepresented in our sector, including Global Majority, D/disabled, and Working Class applicants.

We will guarantee an interview to Global Majority, D/disabled, and/ or Working Class applicants who meet the minimum criteria. If you would like to be guaranteed an interview please include the line '*I am Global Majority, D/disabled, and/or Working Class and meet the minimum criteria*' in your application. You do not need to specify how you identify or take up this offer if you do not want to.

Apply by sending a CV and covering letter to [hello@socialconvention.org](mailto:hello@socialconvention.org). Feel free to contact us if you have any questions regarding the role or if you require this information in an alternative format.

**Deadline: November 7, 2022**

Interviews: w/c November 14th