

PRODUCTION ASSISTANT

The Grange Festival is an international world-class opera festival staged at The Grange; an English Heritage national monument set in an Arcadian landscape in the Candover valley in Hampshire. The organization promotes opera dance, concerts, education and a singing competition with the summer festival at its heart. The company is young and growing with passionate and lively staff.

SALARY: £20,000 - £23,000 (depending on experience)

APPLICATION DEADLINE: 9 December 2021

INTERVIEWS: Week commencing 13th December 2021

HOURS: 9.30 – 5.30pm, Monday – Friday, however regular weekend and evening working is part of the role during busy periods, mainly April to July. Where possible time off in lieu will be agreed in advance.

ADDRESS: Folly Hill Farm, Itchen Stoke, Nr Alresford, Hants SO24 9TF

APPLICATION: Please send your CV and Cover Letter to becky@thegrangefestival.co.uk

Please note that The Grange Festival office and theatre is in a rural location with limited public transport links, a full driving license and access to a car are unavoidable

JOB DETAILS

The Production Assistant supports the Chief Operations Officer, Director of Artistic Administration, Production Manager and Company Manager. This is an exciting opportunity to work at the heart of a world-class Festival, an ideal progression from a first post in the arts or a return to work. There is an opportunity for the right candidate to grow their responsibilities in the role as well as an opportunity to learn about the many areas of producing a major arts festival.

KEY AREAS

- Work on production & updating of the festival schedule and Technical budgets
- Conduct availability checks and prepare contracts/paperwork for all technical team members
- Support payroll and ensure contractor invoices are processed smoothly
- Liaise with the production teams and the technical team with schedules, travel and accommodation requirements
- Arrange Model Box Showings with production teams for all TGF staff
- Research, visit and book rehearsal rooms, organising all payments and paperwork
- Prepare and distribute contact sheets, photo sheets and welcome packs
- Keep the H&S documentation up to date, and assist in its implementation
- Liaise with the Grange Estate and English Heritage on behalf of The Grange Festival
- Liaise with outside venues, companies and suppliers in the production of the festival
- Assist with Art@TheGrange and site management
- Work on site preparation for the festival and other events with key holder responsibilities
- Assisting on the production of the Learning@TheGrange programme
- Be a Festival First Aider, organise first aid supplies/training and carry out site inductions
- Liaising with Festival drivers and taxi companies for artists and patrons
- Assist with pastoral care of the artists and technical team supporting their needs during the Festival
- Setting- up & supervising the dressing rooms, green room and off-stage areas
- Liaising with HoDs, e.g., Backstage, Catering, Box Office, Front of House
- Deputise for the Company Manager and Production Manager

PRODUCTION ASSISTANT

CRITERION	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree, or equivalent work experience.	A degree in Stage Management, Technical Theatre, Music or the performing arts or equivalent work experience
Experience	Administrative experience as a professional or volunteer. This may have included planning schedules, arranging travel and accommodation, checking details and problem solving. Working stage or backstage role as a professional or volunteer	Working with professional or amateur performers
Skills/knowledge	<p>General music/opera/theatre knowledge and a readiness to broaden this.</p> <p>Confident with people – able to establish good working relationships.</p> <p>Confident with IT, Microsoft – able to create documents in Word and Excel, including working with databases.</p> <p>Organized, able to priorities and meet strict deadlines.</p> <p>Excellent attention to detail.</p>	Broad knowledge of classical music/ theatre practice
Ability and aptitude	<p>Able to work well within a small team - flexible and collaborative.</p> <p>Able to use initiative appropriately</p> <p>Enthusiastic, positive “can do” attitude.</p> <p>Able and willing to learn and develop.</p>	Aptitude to take on more responsibilities if the need arises.
Other requirements	<p>Full clean driving licence</p> <p>Able to work evenings and weekends during the Festival and other busy periods.</p>	