Dear Applicant,

Please find enclosed an information pack and application form for the role of **Digital & Online Assistant Producer** for BE FESTIVAL (Birmingham European Festival).

BE FESTIVAL is a Birmingham-based arts organisation dedicated to bringing high-quality European theatre and dance to audiences all around the UK, and offering valuable and innovative development opportunities to artists and young people. BE FESTIVAL became an Arts Council NPO in 2015.

BE believes in:
- crossing borders between countries, languages, cultures and disciplines;
- celebrating diversity through the performing arts;
- bringing world-class international theatre and participatory opportunities to new audiences.

BE FESTIVAL 2020 will take place at The Birmingham Repertory Theatre between 23 June - 27 June 2020.

BE FESTIVAL is currently run by its two co-directors, who are also theatre-makers. They are supported by a General Manager and a team of producers. We each work throughout the year, dividing equally the diverse responsibilities of planning, programming and producing our events and developing the organisation.

We are currently seeking a **Digital & Online Assistant Producer**

This application pack includes:
- Job Description and Person Specification
- Guidance Notes for Applicants
- Application Form
- Equal Opportunities Monitoring Form

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact us at sadie@befestival.org

We look forward to receiving your application and thank you for your interest in BE FESTIVAL.

Isla Aguilar and Miguel Oyarzun
Co-Directors
JOB DESCRIPTION: DIGITAL & ONLINE ASSISTANT PRODUCER

Salary: £4000.00 (Set Fee) (£20,880 FTE)
Employer: BE FESTIVAL
Location of post: The Birmingham Repertory Theatre Ltd.
Centenary Square, Broad Street
Birmingham B1 2EP
Responsible to: Isla Aguilar, Miguel Oyarzun
Co-Directors, BE FESTIVAL

You will work for a minimum of 50 days between March 2020 and February 2021 to:

- Be responsible for implementing the social media campaign for the festival and UK & Spanish tours
- Be responsible for updating the BE FESTIVAL content of the website
- Attend weekly meetings in the run up to the festival.
- Be responsible for resizing logos & images for artists shows for the website and video content
- Run the static camera at the festival to record the shows in the technical booth and download and render these for artists
- Editing and uploading of BE Next podcasts
- Assisting the Marketing Producer to:
  - develop and deliver an online and offline digital marketing strategy with particular attention to young and hard to reach audiences and local communities
  - In identifying and managing the delivery of reciprocal marketing opportunities
  - Contribute to ensuring appropriate coverage in online listings
  - Research into the best approaches to new audience groups
  - Coordinating content for the BE FESTIVAL newsletter and sending out via Mailchimp
  - some distribution as appropriate, and liaising with volunteers to coordinate distribution
  - Contributing to the tours with all of the above tasks
  - Updating the website including resizing images etc for the programme schedule/ tour content
  - Collating together supporters and funders logos for print and web
PERSON SPECIFICATION

Essential Skills, Experience and Attributes:

- Excellent time management skills
- Ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team with people from a variety of walks of life
- Experience of working with online social platforms and suites that support their use (e.g., Hootsuite)
- Experience of using Adobe to resize images
- Flexibility, commitment, and the ability to multi-task
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Strong IT skills in office-based software
- At least 1 year's experience within this field
- A passion for the arts.

Desirable Skills, Experience and Attributes:

- A knowledge of contemporary art practice
- Experience of working in a festival environment
- Driving license.

As this is a freelance position we would expect you to have your own laptop to work from.

Time frame

Application deadline: **10am Monday 17 February 2020.**
Interviews will take place on the week commencing **24 February 2020.**

Guidance Notes for Applicants

The closing date for receipt of completed applications is **10am Monday 17 February 2020.** We regret that applications received after this time will not be considered.

Please send your CV, the completed statements noted below, referees and equal opportunities form to sadie@befestival.org

Shortlisted candidates will be contacted by email or phone and invited to an interview in Birmingham. Whilst we will work to accommodate every applicant, please do your best to ensure you can be available for this day.

SUPPORTING STATEMENT

Please write a separate statement answering the following questions:

1. **Why do you want to work with BE FESTIVAL and take on the role of Digital & Online Assistant Producer?** (300 words max)

2. **In your opinion, what makes you the right candidate for this role?** (300 words max)
**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

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Please provide details of any special arrangements you would require to enable you to participate in our selection process effectively.

*In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:*
EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of our equal opportunities practices, we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

PERSONAL DETAILS

Name:

Date of Birth:

Gender that you identify as (if any):

Please note the ethnic category that best represents you:

Do you consider yourself to have a disability?

If yes, please specify if this necessitates in any access requirements: