

ASSISTANT PRODUCER BRIEF

We are seeking to appoint a freelance **Assistant Producer** to lead on the development and delivery of our “Winter Show”.

The **Assistant Producer** should have an excellent eye for detail and exemplary administration skills. They will possess a positive attitude with a high level of self-motivation and ability to work on their own initiative. They will be a collaborative, proactive and supportive team member with excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines. They will have an ability to communicate effectively with people at all levels, both internally and externally.

Brief

Oldham Coliseum Theatre (Ltd) is seeking a freelance **Assistant Producer** to support the delivery of its activity over the next five months. This includes the following (not exclusively):

- Supporting the “Winter Show” Producer to develop a brand-new production to be presented in Oldham in February 2025
- To provide administrative support in the delivery of the “Winter Show” including contracting, scheduling, financial management, travel, rehearsal co-ordination, marketing support, production and delivery
To be present at rehearsals in February 2025
- To support the Producer in developing the marketing strategy and plan to successfully achieve box office targets
- To support the Producer in the technical development and delivery of the “Winter Show” including risk assessment
- To support with the development and implementation of monitoring, evaluation and documentation of the “Winter Show”

Other

- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre’s work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT

We want to create a community where everyone feels valued regardless of their background, identity or circumstances and are committed to equality and representation within our workforce. We would like to invite freelancers to express interest who are currently under-represented in sector.

Terms and conditions:

Terms: Freelance contract (five months October 24 to February 25)

Hours: Negotiable, initially estimated at 2 days per week

Fee: £7000