

## Job Description

Job Title: **Assistant Producer and Volunteer Coordinator (Freelance)**

Working hours: **Full time**

Contract term: **6 months; beginning of May through until end of October 2024**

Contract fee: **£14,000 (£28,000 pro-rata)**

Location: **Cardiff**

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## About NoFit State

NoFit State is the UK's leading large-scale contemporary circus company, producing professional touring productions and a wide variety of community, training and education projects for people of all ages. Over the past ten years NoFit State's touring productions have visited 19 different countries, played to audiences of more than 1.6 million, been critically acclaimed and won numerous prestigious international awards.

## The Community Programme

The NoFit State Community Programme delivers:

- community circus classes in our main building, Four Elms
- a wide variety of participatory projects for people of all ages and abilities
- professional development opportunities for trainers and artists and provision of space for professional training.

Covid-19 brought the sharpest possible focus to the wide range of structural inequalities throughout society and the extent to which so many people from so many communities are excluded and silenced within and by the cultural sector.

In response, we rebuilt, re-imagined, re-structured our community priorities – with renewed focus on developing a truly inclusive and co-created programme that celebrates the creativity within all communities of identity and situation and can genuinely transform and empower.

## The Role

We are looking for a motivated and capable **Assistant Producer and Volunteer Coordinator** with a passion for performing arts, community arts, and art as activism to successfully support the delivery of our end-of-summer event, and the community events and engagement programmes that lead up to it.

The **Assistant Producer and Volunteer Coordinator** will work closely with the Community Programme Manager and take the lead on specific tasks such as steward/volunteer management and coordinating participation artists and

contractors, working across departments to ensure seamless execution of event objectives.

## **Responsibilities**

### **Programme and Producing Support**

- Working as part of the community team and across the company to support the event/festival production including working with marketing, participation, production and 'Bamboo' professional touring teams.
- Leading specific strands of work which contribute to the overall programme or delivery of elements of the event e.g. recruiting and managing stewards/volunteers, catering, or co-ordinating participation artists at the event.

### **Volunteer Coordination**

- Development of volunteering scheme in alignment with the *Investing in Volunteers Standard*
  - Managing recruitment campaigns – mailout and social media content,
  - Registration, induction and onboarding – engaging people's interests, strengths and learning opportunities, running training sessions and creating support materials,
  - Volunteer line management – creating rotas, clear communication, check-ins, troubleshooting, sustaining relationships and expanding their skills,
  - Evaluation – collecting and collating feedback about volunteers' experiences, improving practice in response.

### **External Liaison**

- Artist Liaison – booking, scheduling and contracting artists and creative practitioners, establishing requirements (e.g. technical, H&S, accessibility, welfare) collating and communicating to relevant members in production team.
- Supporting community liaison and the creative programme for the event.

### **Access and Evaluation Planning**

- Developing accessibility plans – to meet accessibility needs of staff/volunteers, artists and participants.
- Supporting evaluation – contributing to development of evaluation frameworks, assisting with collection and collation of qualitative and quantitative data to show impact of work, taking part in team debriefs and reflection sessions.

## **Event Logistics, Management and Administration**

- Supporting risk assessment – feeding into and creating Risk Assessments and Method Statements (RAMS), supporting artists and suppliers to create RAMS.
- Coordinating to ensure smooth event delivery – obtaining quotes, booking contractors and event infrastructure (e.g., security, power, fencing), procurement of equipment, props and consumables for the best value.
- Collecting, gathering and returning physical resources needed for delivery of the event (e.g. gazebos, technical supplies, consumables).
- Helping with set up and pack down for events and co-ordinating specific elements of the set up.
- Leading on key administration areas for the events/creative programme of work, such as –
  - drafting, issuing and circulating contracts for sub-contractors, suppliers, and artists,
  - creating and maintaining up to date contact information,
  - record keeping, creating and maintaining filing systems, complying with GDPR,
  - updating production schedules,
  - booking and setting up meetings, venues and catering,
  - minuting meetings, and other admin tasks.
- Assisting with budget management – monitoring spends, producing reports, processing invoices.
- Helping to maintain the event Health and Safety file – collecting insurance documents, RAMS, food hygiene certification, etc.
- Supporting communications and liaison within the team, artists, creative practitioners, external partners and stakeholders.

This is not an exhaustive list; the successful candidate will be expected to work flexibly according to the needs of the programme of work.

Responsibilities may change slightly in line with the project and needs within the producing team.

## Person Specification

- Is a team player, able to work flexibly as part of a team as well as manage own workload.
- Focused on outcomes and understands how to collaborate well to reach collective goals.
- Able to manage competing demands on time and multiple strands of work.
- Is methodical, able to manage wide variety of information inputs, making connections, and distil key information.
- Highly organised, works efficiently, with a high level of accuracy, able to prioritise, delivers promptly within agreed timeframes.
- Attention to quality and detail whilst maintaining a focus on the bigger picture.
- Able to think and work flexibly, and problem solve.
- Understands interdependency of different strands of work and can plan workflows with team members to ensure delivery is smooth.
- Excellent communication skills, actively listens, personable manner but stays focused on outcomes.
- Able to work under pressure and in a fast-paced environment.
- Able to work flexible hours with the demands of the project to ensure goals are reached (will involve working longer days, evenings, weekends at times)
- Willing to muck in and get hands dirty.

<b>Essential skills, qualities and experience</b>	<b>Desirable skills, qualities and experience</b>
Experience in Producer / Assistant role in the arts or events	Experience of volunteer/steward/staff recruitment
Confident using computers and a range of IT packages, including Microsoft	Knowledge and use of social media; instagram, facebook, TikTok
Good Excel skills Have an understanding of budgets	Able to record financial information and generate reports. Experience of organising and maintaining administrative systems
Strong written and spoken communication skills in English	Ability to speak and write Welsh fluently and confidently
Able to drive	Able to drive a van Has own vehicle

Able to undertake practical tasks, for example, loading vehicles, lifting and carrying	
Able to effectively communicate in a confident and kind manner via a wide range of methods, eg. face to face, telephone, email, messages, socials Active listener	Able to understand and use or communicate data and information effectively
Able to negotiate	
Able to work in a focused and concentrated manner with attention to detail	
Able to meet deadlines and work under pressure with several strands of work simultaneously	
Hard-working, reliable, conscientious, punctual, honest	

## Position in the company

- The **Assistant Producer and Volunteer Coordinator** is line managed by the Community Programme Manager.
- You will work administratively across all areas of the Community Programme's activity and directly with the Community Programme team, activities'/events' production teams and external contributors.
- You will work collaboratively with all members of NoFit State's core team.

## Role Overview

This is a full-time role, based on an average of 40 hours per week.

The post holder will be employed on a freelance contract basis, and responsible for their own tax and NI contributions.

This is a "hands-on" role, and the post holder will be expected to be in the office for a majority of their work hours. Evening and weekend will be required at times.

The role is office based in the company's main Cardiff office, Four Elms, with site work in the local area.

## Recruitment Process

### Key dates

Closing date for applications:	Wednesday 17 April 2024
Indicative start date:	As soon as possible, ideally beginning of May
Event dates:	Saturday 31 August & Sunday 1 September 2024

Disabled, D/deaf and/or neurodivergent people, those from Black, Asian and Ethnically Diverse backgrounds and people under 30 are currently under-represented in our team so we particularly encourage applications from people in these groups.

Accessibility is at the heart of our ethos and is reflected in our approach to recruitment. If you feel you have the ability to do this role, but you don't tick every box on the person specification, we would still love to hear from you.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you. Contact Lizzy Ferguson on [lizzy@nofitstate.org](mailto:lizzy@nofitstate.org).

### How to apply

Please send us a copy of your CV with a brief email or letter to outline your interest in the role, and complete the equal opportunities monitoring form.

Please send applications to [jobs@nofitstate.org](mailto:jobs@nofitstate.org)

Or post them to Lizzy Ferguson,  
NoFit State Circus,  
Four Elms Road  
Cardiff CF24 1LE

Applicants must be eligible to work in the UK.