



## Application Pack – Producer Project Manager

### Who are In Between Time?

In Between Time is an arts charity committed to nurturing the most internationally significant and urgent live art ecosystem for artists, audiences and participants in the UK.

Our vision is for Bristol to be the most healthy and dynamic creative city in the UK. Since 2001 In Between Time has emerged as the national destination for live and interdisciplinary art producing extraordinary artistic experiences culminating in a biennial festival.

Collaboration sits at the heart of what we do, connecting artists with people, stepping aside to offer co-creation and shared ownership of creativity, from an organisational level and through our artistic programmes. We are fearless, seeking out urgent, un-heard voices and sharing incredible stories of our time, to explore, reflect and empower the drive for change. We never stop learning, under constant review to continue to be open and strive for equity.

### About The Role

You will lead the production, project management and delivery of the events within our IBT21 Expanded Festival programme across October 2021 – to March 2022 comprising a programme mix of hybrid, live and digital artistic experiences online, in theatres, galleries and outdoors. You will be experienced, pragmatic, personable, able to think on your feet, problem-solve and manage delivery as part of the IBT Team. You will have excellent project management skills with experience of managing teams of freelancers and working with artists to deliver events. You will have passion and commitment for live performance, audience engagement and inclusion. If you thrive on creating extraordinary artistic events and using digital technology to enhance live experience, we want to hear from you.

### Job Title: Producer Project Manager

**Fixed Fee** £9600 (approx. 48 days over 6 months)  
**Term:** Freelance fixed term October 2021 to March 2022.  
**Responsible to:** Finance & Operations Manager

### Role Objective

The Producer Project Manager is responsible for project management and high-quality delivery of In Between Time's artistic programme.

### Responsibilities

#### Management

- To project manage the delivery of In Between Time's artistic programme.
- To provide scheduled and detailed updates to the IBT Team on project progress and deliverables.
- To develop and manage all operational planning and delivery of production of the programme.
- To manage project and production budgets working closely with the Finance & Operations Manager.

In Between Time, Bush House, 16 Narrow Quay, Bristol, BS1 4QA. Email: [admin@inbetweentime.co.uk](mailto:admin@inbetweentime.co.uk).  
In Between Time registered in England and Wales 7083317. Registered Charity 1161096.

- To work with and manage programme specific partner relationships including artists, venues, co-presenters and community organisations.
- To always represent In Between Time, our values and brand, in a professional manner.
- To contribute to the internal evaluation of the programme including interviews, surveys and writing reports.

## **Production**

- To work with the Finance & Operations Manager to develop recruitment plans for freelance technicians, stewards and volunteers for programme delivery, ensuring provision for any DBS checks and inductions.
- To develop and manage programme and production schedules for individual events working closely with the IBT Team, artists and production staff.
- To attend weekly programme meetings to up-date on progress of all projects you are responsible for delivering, bringing any current challenges or items for sign off with the IBT core Team.
- To manage all site permissions, licences, insurance and health and safety for all events within the programme.
- To realise live events within Covid-19 government restrictions and/or guidelines and creating a safe environment for our audiences, staff, artists and participants.
- To work with partner venues and their operational teams and building regulations to ensure smooth delivery of all events.
- To manage artists needs within the programme, overseeing equipment and technical purchases, technical and personal riders, access requirements and schedules.
- To manage comms and timelines within the programme and production teams and working with the Finance & Operations Manager to compile event plans, schedules and timetables and distribute information.
- To work with the Finance & Operations Manager to issue programme contracts including artists, technicians, venue partners and other freelance staff.
- To support IBT's MA curating placement to deliver projects in support of IBT.

## **Digital**

- To develop and manage all operational planning of digital production in relation to the programme including recruitment and management of digital crew and digital technicians.
- Support technical advice and problem solving of digital aspects of work with artists
- Attend and oversee all digital / hybrid events.
- To manage communications and digital production with artists presenting digital and/or hybrid works within the programme, overseeing equipment, technical purchases and requirements and testing schedules.

## **Access and Audiences**

- To work with Senior Communications to oversee the implementation of access, signage, public information, evaluation data gathering and brand across all sites and aspects of the programme.
- To work with Senior Communications to gather assets from artists including images, film documentations, trailers and copy.
- To manage and implement access, inclusion and welfare strategies across the programme, artists, staff and audiences.
- To act as liaison between IBT's Senior Communications and artists to allow creation of documentation and marketing assets.

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## Essential Skills and Attributes

- Demonstrable experience working with artists and production crews
- Experience producing digital and/or hybrid events
- Proven ability to produce high-quality arts events to a high standard
- Demonstrable experience of project management and managing technical production
- Proven ability to deliver projects on time and within budget
- Demonstrable experience leading small teams
- Be flexible, committed, able to multi-task and problem solve under pressure
- Excellent written and verbal communication skills
- Strong IT skills, particularly with remote working, zoom and office 365
- Knowledge of artistic technical production particularly using digital
- A commitment to equality and inclusion
- Motivated to undertake self-directed work, be organised and able to manage your own time
- Ability to monitor, review and adjust according to project demands
- Ability to identify and manage risk

## Desirable Skills and Attributes

- Experience of working in a festival environment
- Experience of working internationally
- Hold a driver's license and access to a vehicle

## How to Apply

Please follow this link to apply for the role: <https://forms.gle/AvV1rpM4vorj8xM39>

You will need to tell us how your previous relevant experience and skills makes you suitable for the role and upload copy of your CV.

We welcome applications in audio and video format. Please use this link to upload your audio or video files or email your files to [natalie@inbetweentime.co.uk](mailto:natalie@inbetweentime.co.uk)

If you experience any technical difficulties completing the online form or have any access needs, please email [natalie@inbetweentime.co.uk](mailto:natalie@inbetweentime.co.uk)

**Deadline for applications is midnight Sunday 3<sup>rd</sup> October 2021.**

**Interviews will be held using zoom on Tuesday 12<sup>th</sup> October 2021.**

All applicants will be informed if they have been successful for interview. Feedback will be provided to those shortlisted for interview.

We are working towards creating a team that represents the diversity of the UK. We are committed to inclusion for everyone regardless of race, gender, disability, culture, religion/belief, sexual orientation or age. Our programme and governing board strongly reflect this commitment and we are working towards ensuring that people with a diversity of experiences are better represented in our team. To help us monitor our progress and accountability we ask you to complete the equality monitoring questions as part of the application form. We will

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ensure representation on the decision-making panels and are committed to putting procedures in place to ensure the working environment is supportive for everyone.

We are not currently able to sponsor work visas, therefore this position is open to people who already have the right to live and work in the UK. As a team we operate flexible and distributed working practices working online and in our office in Bristol. Although you will need to be present in Bristol during the delivery of the IBT programmed events, most work can be done remotely. You do not need therefore to live in Bristol to apply for this position.

If you are unsure about applying, please talk with us about any concerns you might have by contacting [natalie@inbeteentime.co.uk](mailto:natalie@inbeteentime.co.uk)

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