



Fantasy High Street

Fantasy High Street, The
Crypt Centre, St Mary
Magdalene, Munster
Square, London, NW1 3PL

07894 080 415

fantasyhighstreet@gmail.com
fantasyhighstreet.org.uk
Company Number: 8796224

Assistant Producer

Job description and person specification

Fantasy High Street

We are a not-for-profit arts organisation specialising in creating outdoor events that animate high streets and town centres. Working in partnership with local authorities, businesses and arts organisations, we deliver magical arts events that engage local residents and visitors with public spaces in a playful way. Since we began trading in 2013, we've delivered 17 projects across the UK, been nominated for 4 awards, selected as Time Out Critic's Choice and been featured in national press including The Guardian, The Telegraph and BBC London Radio. More information can be found on our website: <http://fantasyhighstreet.org.uk/>

Summer 2016

This year, we have an incredibly busy summer! We've been brought on board to deliver a number of arts projects in outdoor locations and high streets throughout London, which will include events throughout July, August and September 2016. We're looking for an enthusiastic and high motivated person to join our team and work closely alongside our Creative Director Lydia Fraser-Ward to deliver a range of exciting new projects.

This is an ideal role for someone who has some experience working on arts events, but who is keen to learn more and receive training as part of the role. We're looking for someone who is resourceful, energetic, positively-motivated and ready to get stuck in with both administrative and event management tasks. Fantasy High Street is a small but ever growing team of creative individuals and artists who all feel passionate about how arts and cultural events can play an important role in connecting communities with public space in a positive way. We celebrate town centres and applicants should equally be able to demonstrate an interest in our aims and objectives.

The Role

You will work alongside the Creative Director at our Central London office (based near Great Portland Street) on a freelance part-time basis, as well as attend site visits and meetings with partners at other locations in London. You need be flexible, creatively minded, eager to learn how we do things and quick to troubleshoot any potential challenges faced.

In particular, your role will include:

- Creative programming and planning with the Creative Director
- Artist research, liaison and contracting, ensuring clear lines of communication
- Support Production Managers with booking on-site facilities & event resources

FANTASY HIGH STREET

ARTS EVENTS

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- Marketing & promotion of events, with particular focus on social media
- Volunteer recruitment, training and management
- Event admin including preparing reports, budgets, schedules
- Attending artist meetings and minuting where necessary
- Managing recruitment of freelance staff
- Other duties as required

Person Specification

Essential

- Minimum of 1 year's event management or producing experience
- Minimum of 1 year's office experience
- Interest and knowledge of production delivery in unusual/outdoor spaces
- Excellent standard of computer literacy (all Microsoft Office programs)
- Excellent people management skills, personable manner and diplomatic approach to collaboration
- Ability to work to tight deadlines and remain calm under pressure
- Excellent time keeping and organisation skills
- Ability to problem solve through creative thinking
- Ability to take initiative to work independently and as part of a team
- Flexible and willing attitude
- Own laptop

Desirable

- A degree in a relevant arts management, event production or theatre-related subject
- Experience working in a festival environment
- London-based
- Clean driving licence

Time Commitment

The opportunity is offered on a freelance basis throughout June-September 2016 and expected to require approx. 20 days' work. The role will require flexible, part time hours, leading to more intensive working hours during event weeks. Applicants **must** be available during 11-31 July and 29 August-18 September 2016.

Fee

There is a fee of **£1,600** for this role, including expenses.

How to apply

Please send your CV and cover letter to fantasyhighstreet@gmail.com by **6pm on Thursday 2 June 2016**. Interviews will take place on Monday 6 June 2016; applicants need to be available for an interview on this date.