

RECRUITMENT PACK
ADMINISTRATIVE PRODUCER
JUNE 2023



 **LIFT**

**LONDON
INTERNATIONAL
FESTIVAL OF
THEATRE**

ABOUT LIFT

LIFT, London's international festival of theatre, takes place every two years. At LIFT we understand that difference makes us stronger, so we work to share diverse and international perspectives. We bring artists and audiences together for necessary conversations and essential cultural experiences.

The theatre we offer is compelling, meaningful, provocative, excellent, topical, and unlike anything you will find elsewhere. We take risks, introduce new artistic forms and ideas, and offer new ways of experiencing art.

Every two years, LIFT presents a festival full of daring and relevant culture, international voices, and unforgettable theatre.

In 2023, LIFT, in partnership with City of London Corporation launches LIFT the City, a multi-year placemaking and presentation project connecting City workers with opportunities around international theatre and wellness and bringing audiences to discover LIFT projects in the Square Mile.

LIFT is the essential link between leading international artists, London, and the UK. We create communities around ideas and projects, and we connect leading artists to locals, at home and abroad. Together, we make incredible art happen.

LIFT is a charity based in Toynbee Studios in East London with an historic average festival cycle turnover of £2 million.



ADMINISTRATIVE PRODUCER

Job title:	Administrative Producer
Contract:	Fixed term until January 2025 (Possible FT extension funding dependent)
Salary:	£32,000
Working Hours:	Full-time assuming a minimum of 35 hours per week, with occasional evenings and weekends
Holiday:	22 days pro-rata annually excluding public/bank holidays & TOIL
Location:	Place of work will be at LIFT offices, Arts Admin, East London. FT staff at LIFT normally work at least 3 days a week in office, alongside focused working from home days.
Responsible to:	Creative Producer
Working Relationships:	Production Manager, Artistic Director/CEO, Head of Finance, Head of Development, General Manager, Head of Communications and Audiences, Executive Director, Finance team, Marketing and Development paid interns, and external producers and creative teams in other venues and cultural organisations (UK + International)
Closing date:	11 July 2023 12pm
Start date:	As soon as available

ABOUT THE ROLE

The Administrative Producer supports the development and delivery of high quality live and digital productions by providing administrative support and line producing to the Creative Producer and Production Manager. You will be a key contact for planning, scheduling and greenlighting processes. You will also be responsible for supporting the marketing and operations liaison under the strategic direction of the Creative Producer.

This is a newly created role central to LIFT's ambitious plans for LIFT 2024 and our new 2-year programme LIFT the City which sees LIFT animate the Square Mile with events and activities.

We want a dynamic and meticulously organised team player; someone with growing producing skills and a personal interest in delivering projects and managing multiple activities at once. This role requires recent administrative and coordination skills.

This role is all about bringing energy and imagination to a wide range of tasks, confidence in meeting deadlines, commitment to detail, and success at prioritising your work within a small team with their own priorities. You must love working with artists and have strong people skills, we expect you to be organised and have a creative imagination and an aptitude for learning from those around you.

This role requires a real love for order, detail, forward planning and communication/collaboration. This is a cross between a co-ordinator, producer, team player and administrator.



JOB DESCRIPTION

Programme & Production

- Support the Creative Producer with all aspects of producing LIFT's artistic programme
- Work directly with Production Manager on production liaison and logistics
- With General Manager co-lead on the key administration areas in the producing function including drafting of standard contracts for freelance artists, creation of contact sheets, production schedules, updating Greenlighting documents and other admin tasks
- Attend and minute all programme, production and some development and budget holders' meetings
- Oversee the effective Project Management systems used by the Programming and Producing teams
- Line producing on designated productions and deputise for Creative Producer on agreed projects, events and productions as directed
- Liaise with Volunteers, Production, Box Office, Audience Surveys and Operations festival pop-up teams to assist with the effective planning of events, ensuring all relevant information is received on time and queries resolved by deadlines
- Support the Artistic Director and Creative Producer in new work development and artist advancement programme as directed
- To produce selected events outside of the main artistic programme. This could include (but is not limited to) artist hangouts, webinars, digital showcases, work-in-progress readings or professional development workshops
- Hold responsibility for first stage logistic such as booking venues, insurance, travel and setting up new shared systems and materials related to all season artist liaison
- Being a point of contact between artists and different departments at LIFT once a project is in place
- Attend performances and report back to LIFT's Artistic Director and Creative Producer

Finance, Budgets & Fundraising

- Co-ordinate and liaise with General Manager on invoicing and billing as related to production
- Assist the Creative Producer, General Manager and Head of Finance in conducting regular budget review and project monitoring
- Work with the Development team in telling the story of LIFT Festival and placemaking work, sharing detail of production budgets, artists or creators, information when LIFT is applying for funding

Coordination

- Provide information to Head of Communications & Audiences for content creation especially as it relates to artists and LIFT project content
- Research to support audience development and project development
- Work with the team to establish best practice around artist policies, standardised payment, and emerging changes for freelancer engagement. Lead on the research that underpins this work
- Working closely with LIFT's General Manager, take responsibility to monitor and record essential programme activity data used for our Arts Council England NPO annual survey and other funding reports
- Deliver projects with awareness of funding requirements and assist in the completion of reports for funders when required
- Facilitate communication between artists and LIFT's production and communications teams
- Support the Creative Producer with the evaluation of productions and participate in and contribute to LIFT's evaluation strategy
- Coordinate curatorial travel for LIFT team members when required
- Follow LIFT's Equal Opportunities, Access, Child protection and Diversity policies, and support monitoring data collection
- Produce our creative work to the highest artistic standards
- Act as an advocate and ambassador for LIFT's mission and values
- Any other responsibilities that may reasonably be required by the Creative Producer and Artistic Director



LIFT 2022, The Making of Pui nocchio
Cade & McAskill
Photographer: Christa Holka

PERSON SPECIFICATION

ESSENTIAL SKILLS

- Experience of producing productions and events
- A passion for and knowledge of theatre or live performance.
- Experience on working on a portfolio of different projects simultaneously
- Excellent administration and organisational skills
- Strong written and communication skills
- Strong IT skills, including Excel and Outlook
- Accuracy and attention to detail
- A passion for greater inclusivity and representation in all that LIFT do

DESIRABLE

- Experience of working within a professional performing arts or festival production setting
- An interest in a career in theatre producing, arts administration or project management within a theatre or arts context
- Experience of contracting
- Able to understand when you need help and ask for support
- Emotional intelligence and the ability to self-reflect
- Ability to communicate in languages other than English



LIFT 2022, Sun & Sea
Rugile Barzdukiute, Vaiva Grainyte and Lina Lapelyte
Photographer: Ellie Kurtz

TERMS OF EMPLOYMENT

SALARY

£32,000 per annum

ANNUAL LEAVE

22 days paid holiday, plus British public holidays and bank holidays (currently 8 per year)

PENSION

Following completion of the probation period, LIFT offers a Workplace Pension Plan operated by Royal London, whereby we match employee contributions up to an agreed limit

WORKING HOURS

This is a full-time post, assuming a minimum of 35 hours per week. Standard LIFT office hours are 10am - 6pm, Monday - Friday. With this as a baseline, we are open to discussing flexible working options including reduced or compressed hours, remote working and flexible start and finish times. Due to the nature of the role and our sector, some evening and weekend work will be required. LIFT 2024 takes place between 3rd June – 23rd June 2024. We expect full time hours in the lead up to and during the festival and you will need to be available for the duration of the live festival activity.

PROBATION PERIOD

Three months, during which either party may terminate the contract with two weeks' notice. Notice period is three months following the successful completion of the probation period

BASE

The post is based at LIFT's office at [Toynbee Studios, London](#). The building and the office are both wheelchair-accessible.

HOW TO APPLY

To apply for the post, please apply here: <https://www.liftfestival.com/job-application-form/>

Timeline Reminders

Application deadline: Tuesday 11th July 12pm

Interviews: w/c 17 July

Anticipated start date: As soon as candidate is available

If you would like to have an informal, confidential conversation about the role, please contact Tom Brocklehurst at recruitment@liftfestival.com.

LIFT is committed to being a truly inclusive organisation - from our Trustees and team members to our audience and participants. We treat all job applications equally, regardless of race, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.

Our organisation has a flexible and adaptive environment that allows our small, dedicated team to flourish. We are open to discussing the possibility of reduced hours, remote working, flexible start and finish times, or compressed hours.

We will explore this with candidates at interview stage.

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**ARTS COUNCIL
ENGLAND**



The Second Woman
Nat Randall & Anna Breckon
Photographer: Helen Murray