



## **JOB DESCRIPTION**

### **ASSOCIATE PRODUCER**

Eleven Arches, the production company behind 'Kynren – an epic tale of England', the spectacular open-air live action show in Bishop Auckland, County Durham, is looking for a talented individual to join the team as Associate Producer as the show moves into its third season, and the development of a new daytime theme park begins.

Eleven Arches is a registered charity which aims to establish Bishop Auckland as an international tourist destination, a new engine for economic growth, with Kynren at its heart as the vehicle for an innovative and engaging arts, education and community development programme in the North East.

Performances of Kynren run each year throughout the summer from July to September. The production is dependent on, and sustained by, an entire cast and crew of over 1,000 volunteers, who are the foundation of Kynren, without whom there would not be a show.

The role offers the successful candidate the opportunity to be involved in inspiring, ambitious and unique project, working in a fast-moving, unpredictable, high-octane environment that accompanies the production of a world-class show.

### **OVERVIEW OF THE ROLE**

As Associate Producer you will be instrumental in ensuring that the production runs smoothly, and that all visitors enjoy consistently brilliant performances throughout the season.

Ultimately the role is to act as a hub and support the Creative Director, the Producer and Executive Producer in co-ordinating all activities undertaken by the various departments, to ensure that deadlines are met, and that preparations for the show run smoothly. This project management role allows the creative team to concentrate on the creative aspects of the production, and heads of departments to deliver on their respective mandates.

Strong project management skills are key to the role which is suited to someone with two or more years' post-graduation experience, who is looking to begin or grow their career in production.

### **CORE OUTPUTS & RESPONSIBILITIES**

This is a fast-paced and varied project management position, examples of responsibilities include, but are not limited to:

- Facilitating collaboration and communication between various teams within production
- Organising various events in the life of the production, from recruitment to training to rehearsals: coordinating facility management, ensuring that equipment, catering and other requirements are in place
- Attend production meetings throughout the season
- Produce and manage calendars for trainings, workshops, and rehearsals
- Organising travel and accommodation on behalf of external contractors
- Being proactive in your approach to identifying potential challenges before they arise, and implementing new ways of working in order to increase efficiencies
- Working collaboratively with other departments to ensure the smooth coordination of all activities undertaken

Given the unique nature of this opportunity, it is essential that the right candidate will be flexible to carry out any other duties that contribute to ensuring Kynren's success.

### **SKILLS, EXPERIENCE & PERSONAL ATTRIBUTES**

- Exceptional communication skills, both written and verbal
- Flexible, adaptable, with a highly receptive and positive attitude towards change. Whilst the production is in its second year, the organisation is still incredibly fluid in its approach to processes where efficiencies can be made, and as such the right person will need to be confident embracing changes as they occur
- Personable, friendly and outgoing, with a positive outlook
- Proactive, independent and a self-starter. It is imperative that the right candidate is able to work independently in order to get the job done, with an ability to "think outside the box" in relation to problem-solving and identifying efficiencies
- Excellent team-player, who identifies areas where they are able to assist others in making sure deadlines are met
- Close attention to detail, process-driven and continually striving for excellence
- Customer-centric attitude, and passionate about ensuring that every visitor to the show and every volunteer involved in the production enjoys a fantastic, and memorable experience

### **REMUNERATION**

This is a full-time, permanent position that offers the successful candidate the chance to build a rewarding and valuable career in production within a forward-thinking and dynamic organisation, with opportunities for progression. Given the nature of the industry and the role, working hours will be extremely varied, particularly during the busier months whilst preparation for the production is underway. Hours of work will involve working evening and weekends. In return, as well as being a vital part of bringing to life a culturally enriching and renowned performance, we also offer an extremely competitive salary package, dependent on experience.

To apply, send your CV with a covering letter to [recruitment@elevenarches.org](mailto:recruitment@elevenarches.org)