

COUNTERPOINTS.

Production Assistant

Job Title: Production Assistant

Role duration: 6 months (February– July 2022)

Hours: 25 hours per week (3.5 days a week)

Salary: National Minimum Wage / National Living Wage

Please note: This role is funded as part of the government's [Kickstart Scheme](#). **In order to apply, you must be between 16-24 years old and on Universal Credit. Speak to your Job Centre advisor for info on how to apply.**

Do you want to learn how to produce exciting projects that bring artists and communities together to make impact?

Counterpoints Arts is a leading national organisation working in the field of arts, migration and social change. We work across all art forms, produce Refugee Week UK, and collaborate with a wide range of people and partners, including artists, arts/cultural and educational organisations and civil society activists.

For more info visit: www.counterpointsarts.org.uk.

We are looking to hire a highly motivated individual to join our team as a Production Assistant. You will largely be supporting our [Clapham Park Creative Co-op](#) neighbourhood project, but might also be working on other projects across Counterpoints such as PopChange (Pop Culture and Social Change) or Refugee Week.

You will be responsible for supporting the Creative Producer with a wide variety of tasks, bringing fresh ideas and learning about the entire creative production process. The work will be varied and suits someone who has skills in digital and social media, can work well under pressure and is adaptable to changing priorities, and has a keen interest in art as a tool for social change. Some flexibility to work on weekends required.

The role will largely be based at our office in Hoxton, with the possibility to work flexibly for part of the week from home. Some work will be based on location in South London and/or other parts of London (travel expenses will be covered where applicable). Counterpoints Arts follows the latest government guidance on COVID-19.

Your Role:

- Assisting with programme delivery including event planning, production and monitoring.
- Digital outreach producing social media and newsletters, and updating websites, and monitoring outcomes.
- Community outreach including postering, phone calls, liaising with local groups and organisations.
- Supporting workshop delivery such as setting up, registration and artist support.
- Administrative tasks such as meeting notes, organising digital archives and multimedia, updating project documents and contacts database.
- Participating in Counterpoints Arts team meetings and supporting team-wide administrative tasks when required.

What you will gain:

- Learn skills in the entire creative production process working with socially-engaged artists and projects for a high profile arts organisation.
- Develop a strong understanding of how the creative sector can contribute to social and narrative change particularly around themes of migration, displacement and racial justice.
- Develop experience in community-based projects and bringing the arts into neighbourhoods, learning how to design a creative commission and develop audience engagement.
- Develop contacts and networks with artists and organisations in the arts and social change sector.
- A training budget to develop skills in a particular aspect related to your job at Counterpoints Arts, to be decided together.
- Mentorship and monthly feedback sessions to reflect on progress and achievements.

Counterpoints Arts aims to attract and retain talented people from all backgrounds. We particularly encourage applications from black, Asian, ethnic minority, and disabled applicants as these groups are currently underrepresented in the cultural sector.

Skills and experience

Essential:

- Demonstrated experience and interest in developing skills in digital outreach and audience engagement (e.g. Instagram, Mailchimp, Wordpress websites);
- Previous work or volunteer experience working on a community or creative project;
- Good working knowledge of Word, Excel, Google Drive and comfortable using digital team platforms such as Zoom and Slack;
- Ability to work collaboratively and effectively as part of a team that works flexibly in-person and remotely;
- Ability to prioritise tasks, work under pressure and manage your own workload, adapting to needs and shifting priorities as they arise;
- Flexibility to support workshops on evenings and/or weekends when required;

- Committed to a career in creative production, social change or community work;
- A commitment to the aims and overall mission of Counterpoints Arts (see our website).

Desirable:

- Multimedia production skills such as photo/video/audio, graphic design, illustration.
- Existing networks and relationships in the Clapham Park and/or South London area.
- Knowledge of and contacts with creatives and artists based in South London.
- Experience working around issues of social justice, migration and/or diversity.