

Production Assistant - *Moving Day*

Entelechy Arts

Job pack and job description

About Entelechy Arts

Entelechy Arts is a vibrant community of artists and change-makers committed to ensuring every individual has the opportunity to be creative, and contribute to the cultural life of their community, regardless of any barriers they may be experiencing. We produce vibrant and important cultural programmes, created by and for the communities we work with, namely isolated older people, those living with profound and multiple disabilities, and those living in care home environments. This richness in sharing stories and experiences of those who can often feel underrepresented, encourages stronger communities, changes perceptions, and ultimately helps people live healthier, happier and more connected lives.

www.entelechyarts.org

About Glorious Age

Glorious Age, Entelechy Arts performance company, are a collective of Lewisham residents aged 65 – 80+. They create artistic projects and performances which are courageous, beautiful, joyful and risk-taking. The company are internationally celebrated for their iconic street theatre show *BED*, performances in Christopher Green's *The Home* and leading role in Entelechy Arts' Tea Dances.

Project Overview

Moving Day is an immersive theatre performance that brings together artists, older citizens, health, social care and social housing professionals from London (UK) and Okayama (Japan) to tell the story of an older Lewisham resident who is facing eviction from the neighbourhood that they love and have grown older in; the community that they have contributed to in so many different ways - as a parent, a good neighbour and a local activist.

Older members of Entelechy Arts performance company Glorious Age will work alongside a small group of additional cast members drawn from partners in local health and care teams to devise and perform this new commission.

Role overview

Working with the creative and delivery team, the Production Assistant will provide administrative and logistical support to Glorious Age on their commission *Moving Day*, for London Borough of Culture 2022.

You will be looking to gain experience in areas of producing/production/administration, passionate about or interested in learning about participatory arts and open to working in a supportive role to the community cast.

The role will be based between the offices of Entelechy Arts (at the Albany) and the rehearsal space (usually Deptford Lounge) and will be line managed by the Entelechy Arts Programmes Producer.

Dates

36 days in total on the following dates, to support the rehearsal and performance process:

- 15x weeks 16th May – 22nd Aug, working two days a week
 - This must include all Mondays, and either Tuesdays or Wednesdays
- 1x additional rehearsal day, likely August
- 4x performance days: Thursday 1st, Saturday 3rd, Wednesday 7th and Friday 9th September 2022
- 1x debrief day in September – date to be agreed (likely a Monday)

Key Terms

- Part-time fixed term contract in alignment with the dates listed above.
- This role will be paid on a pro rata basis of an annual salary of £20,111 which will be a total of £2,784.60 for the contracted 36 days
- 8hrs per day including 1 unpaid hour for lunch
- Normal office hours will be 9.30am-5.30pm but with a degree of flexibility due to the nature of the project
- Enhanced DBS required
- Annual leave of 3 days over the period (*F/T equivalent to 25 days p.a.*)

Main duties and responsibilities

Administrative and logistical

- Coming to rehearsals and making notes
- Typing up and sending (by email and post) rehearsal schedules
- Photocopying and sending (by post) scripts to the team and performers
- Supporting the Programmes Producer in linking with, and speaking to local groups and other organisations involved with the project
- Helping to confirm the performance venues (these will be in different places)
- Helping source props and other materials needed for rehearsals
- Helping document the rehearsal process with questionnaires and feedback.
- Help with any other duties appropriate to the role and making the project a success.

Cast support

- Work alongside the Moving Day team to ensure that the community cast members are fully supported in their involvement within the project.
- Build relationships with cast members by attending and supporting rehearsals.
- Co-ordinating transport for cast members to attend rehearsals/performances
- Communicating with the creative team around cast availability
- Being a first point of contact for the community cast members if needed.

The Production Assistant will have the following experiences and qualities:

- Ideally be based in south-east London - as this project is part of Lewisham Borough of Culture, we are particularly interested in appointing a local individual.
- Open to learning about production processes
- Passionate about or interested in learning about participatory / community arts
- Able to communicate confidently and empathetically with members of the Glorious Age group and the wider creative team
- Administration skills such as using email, Microsoft Word, researching venues.
- Adhere to all Entelechy Arts ' policies and procedures, including safeguarding and Covid-safe working.
- Able to commit to the entire project period and available on the listed dates
- Commitment to Entelechy's vision and values
- Commitment to equality and diversity

Application Process

To apply, please send your application consisting of:

- C.V (max 2 sides of A4)
- A covering letter (maximum 1 side of A4) which references your interest in, and experience for the role

Please send your CV and covering letter to Fiona.berry@entelechartyarts.org by **Thursday 21st April, 9am**. If you have any questions about the role you can reach Fiona on 07860740033. Please note that she works Mondays, Tuesdays and Thursdays.

Interviews will be held on Wednesday 27th April at the Albany.