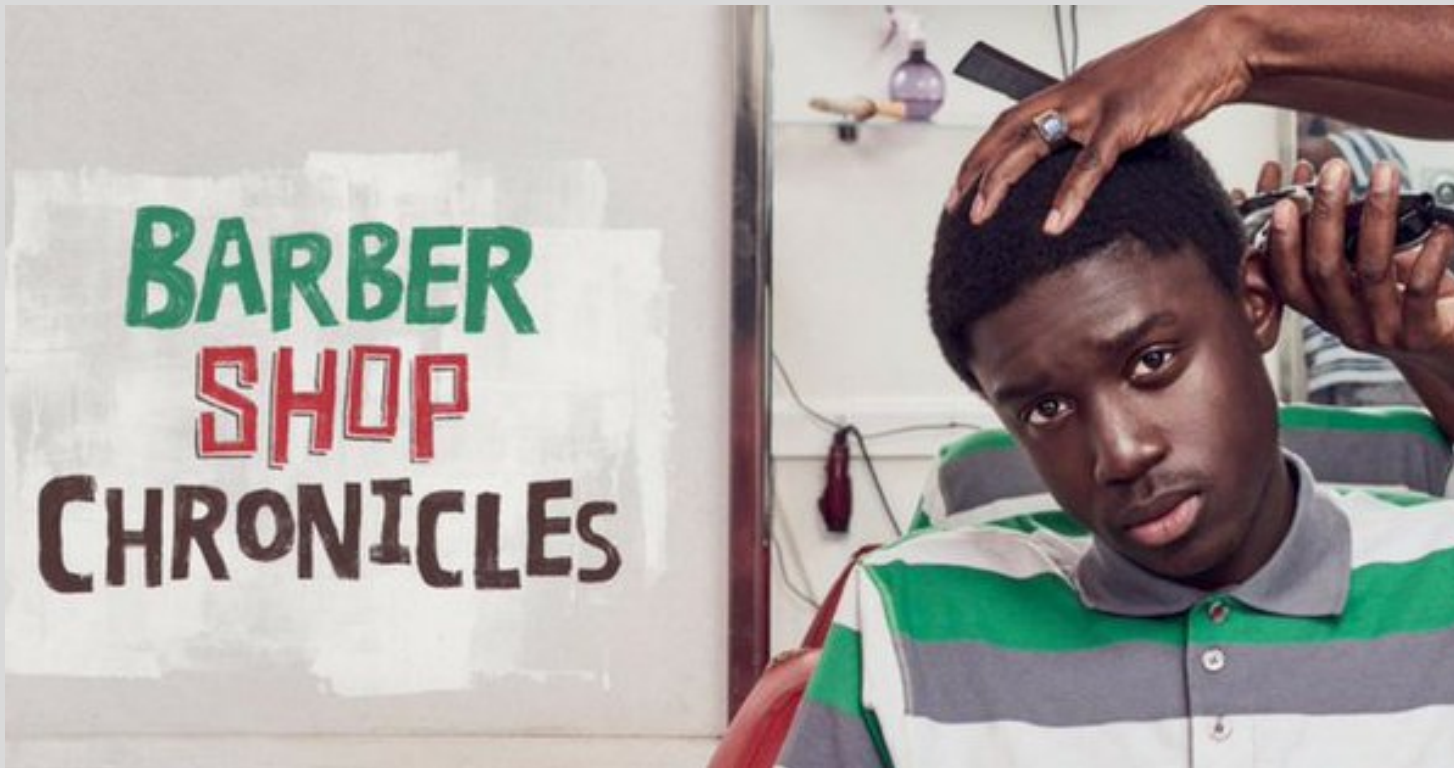


Programme Assistant – Barber Shop Chronicles



Fuel is looking for a motivated, enthusiastic and detail oriented Programme Assistant to provide critical support for the ambitious future touring plans for *Barber Shop Chronicles* by Inua Ellams.

This role will involve working closely with Kate McGrath (Director of Fuel) and the Lead Producer to produce future runs of *Barber Shop Chronicles*, as well as feeding into the life and work of the wider organisation.

This is a full-time position on a 9 month fixed term contract (with the potential of extension).

Closing date: 9am on Monday 28 January, 2019.
Interviews will be held on Wednesday 30 January, 2019.

Barber Shop Chronicles is a Fuel, National Theatre and Leeds Playhouse co-production.

Find out more about the show by watching the [trailer](#), clicking [here](#) or checking out [#BarberShopChronicles](#).

About Fuel



Fuel leads the field in independent producing in the UK's live performance sector. We work with brilliant artists to enable them to share their vision with audiences.

Our strengths include:

- the reach of our programme, which is presented all over the UK and internationally;
- our distinctive and celebrated approach to artist development;
- our experience across a broad range of art forms;
- our building-free model and approach to collaborative partnerships;
- Our commitment to and experience of growing new audiences for our work and for contemporary performance more widely.

We produce an adventurous, playful and significant programme of work – live, digital, and across art forms – for a large and representative audience across the UK and beyond, transforming our national and global outlook and impact, engaging with the big questions of our times, and creating experiences that change us and in turn empower us to change the world around us.

Our work is underpinned by the following core values:

Curiosity, Representation, Trust, Creativity, Collaboration and Learning

About Barber Shop Chronicles



For more information:

The production's web page can be viewed [here](#)

Press Release can be viewed [here](#)

One day. Six cities. A thousand stories.

For generations, African men have gathered in barber shops. Sometimes they have haircuts, sometimes they listen, more often than not they talk. Barber shops are confession boxes, political platforms, preacher-pulpits and football pitches... places to go for unofficial advice, and to keep in touch with the world.

Fuel has produced Inua Ellams' work for theatre since his debut play nine years ago. Barber Shop Chronicles is a heart-warming, hilarious and insightful play, set in Johannesburg, Harare, Kampala, Lagos, Accra and London. The play invites the audience into a uniquely masculine environment where the banter may be barbed, but the truth always telling.

The barbers of these tales are sages, role models and father figures, they are the glue that keeps men together.

Following two sold out runs at the National Theatre, acclaimed performances at West Yorkshire Playhouse (now Leeds Playhouse), a hugely successful tour of Australia and New Zealand and the current tour of America and Canada, Inua Ellams' play **Barber Shop Chronicles** will embark on an extensive tour of the UK in Spring 2019.

Job description

Line manager: Lead Producer

Key roles and responsibilities:

1/ Tour Delivery & Artist Liaison

- Provide administrative support across all aspects of the project, including scheduling, financial administration, tour logistics and contracting, according to Fuel's producing methodology.
- Liaise with cast members and/or agents on tour logistics.
- Book and coordinate travel arrangements (flights, accommodation, trains) for cast, crew and creatives.
- Prepare and distribute tour packs for all touring personnel.
- Liaise with venue partners as required.
- Draft contracts for cast, crew and creatives as required.
- Minute taking at production meetings and other key meetings
- Collate evaluative data in line with ACE reporting and quarterly board reporting

2/ Financial & Grant management

- Research prospective funding opportunities for the project.
- Assist with grant management, including drafting applications and evaluation reports.
- With the Lead Producer, help prepare and manage the pay schedule and cash flow.
- Provide critical support to the Operations & Finance Manager and the Lead Producer in the collating and administering of payable of invoices.
- Work with the Lead Producer, to ensure cashflows and project budgets are up-to-date at all times.

3/ Marketing & Audience Engagement

- With our Marketing and PR representatives, monitor and report on ticket sales.
- Support the delivery of the marketing plan, including providing some assistance with our social media as required.
- Support the Engagement Producer with delivering Engagement and Participation work.

4/ General responsibilities:

- To be a pro-active, enthusiastic member of the team.
- To attend regular meetings with members of the Fuel team and other internal and external meetings.
- To follow Fuel's policies and contribute to their ongoing reviews.
- To undertake any other duties as reasonably requested by the Lead Producer.
- Filing and other administrative tasks

Hours

10am – 6pm Monday to Friday but some evening and weekend work may be required. Fuel operates a Time Off In Lieu system.

Contract

February – December 2019

Full time, fixed term contract (with possible opportunity to extend pending funding outcomes)

Base

Somerset House, West Wing, Strand, London, WC2R 1LA

The role involves travel around the UK and, occasionally, internationally.

Salary

£20,000 - £22,000 per annum, depending on experience

Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme.

Holiday

25 days per year plus bank holidays.

Person specifications

Essential:

- A keen interest in contemporary theatre and/or the performing arts.
- A minimum of one years' experience of working in the arts or creative industries.
- Strong administration skills, including ability to create and maintain logical filing systems.
- Excellent communication skills and the ability to work with a wide range of people from varied backgrounds.
- Interest in learning about funding programmes, grant writing and grant administration.
- A hard working, personable and unflappable nature.
- A proven aptitude for time management and the ability to stay calm under pressure.
- Confident digital literacy and competence in working across MS office suite.

Desired:

- Familiarity with Fuel's projects and the artists we work with.
- Understanding of the wider arts sector in the UK and internationally.
- Working knowledge of Quickbooks or other accounting systems.

Application Process:

Please email a completed application form and cover letter, in one attachment, by 9:00am Monday 28 January to: admin@fueltheatre.com.

Please note that we cannot accept CVs.

You may also post a hardcopy to:

Att: Recruitment, Fuel, Somerset House, West Wing, London, WC2R 1LA.

Please note hardcopy applications must be received by 9:00am Monday 28 January, 2019.