



•fuel  
2021

# PROGRAMME ASSISTANT

[WWW.FUELTHEATRE.COM](http://WWW.FUELTHEATRE.COM)



## 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

- 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 performances more widely

## OUR VALUES

- |   |   |
|---|---|
|  <b>Curiosity</b>      |  <b>Collaboration</b>  |
|  <b>Representation</b> |  <b>Sustainability</b> |
|  <b>Trust</b>          |  <b>Learning</b>       |
|  <b>Creativity</b>     |   |

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, and engaging with the big questions of our times.



# OUR PROGRAMME OVER THE LAST YEAR

Fuel launched our autumn/winter 2020 season of work entitled #ComeWhatMay, with the aim of finding safe ways to connect with each other, sharing stories and ideas, sharing space – real and virtual. Connecting with audiences, especially those traditionally under-served in the arts, is core to our purpose: when our planned programme was canceled, we held on to our values and trialed different ways to serve those audiences.

These included: commissioning stories to be told by actors to isolated, rural audiences living in digital poverty by phone; turning a planned live performance for housing estates in Newcastle and London into a film to be streamed to their homes, with watch-along parties online and food deliveries; delivering a community engagement project for children in Hartlepool by parcel, providing opportunities for families to be creative and collaborate with local arts college students.

We work in bespoke ways to develop ideas from the very first spark, shaping teams and partnerships to serve the work, identifying audiences early on, and thinking about access, sustainability, and engagement opportunities from day one.



# JOB DESCRIPTION

The Programme Assistant will play a key role in supporting our Head of Programme in delivering Fuel's programme.

We particularly welcome applicants from under-represented groups. This is a part-time position on a 6-month fixed-term contract. We are open to discussions about flexible working.

**Line manager:** Head of Programme

## **Key roles and responsibilities:**

### **1/ Project Delivery**

- To support the HoP with all aspects of producing live or digital projects and events that form part of Fuel's artistic programme, according to Fuel's producing methodology.
- Provide administrative support across all aspects of project delivery, including but not limited to, scheduling, financial administration, tour logistics, contracting, artist liaison, audience development, engagement, and the creation of your or project packs as required.
- Book and coordinate tour and logistical arrangements (flights, accommodation, trains, etc.) for artists, crew, and members of the Fuel team as required and within an agreed budget.
- To attend and minute production meetings and other key meetings.
- Support the HoP with the evaluation of projects, assisting with collating final sales reports, attendance, and participation statistics relating to projects for this purpose and in line with ACE and quarterly board reporting.
- Support the HoP to nurture relationships and work collaboratively with artists to develop commissions and projects as required.
- Providing regular communication to artists and partners throughout the duration of a project, deputising for the HoP as required.

### **2/ Financial Management**

- Work with the HoP, to ensure project budgets are up-to-date at all times, and that project budgets are reconciled in a timely manner.
- Provide critical support to the General Manager and HoP in the collating and administering of invoices or expenses claims payable, working within the Fuel's agreed finance and accountancy procedures.
- To monitor expenditure against project budgets for any tasks or projects assigned, reporting to the HoP as required.





### 3/ Marketing & Audience Development

- Monitor and report on ticket sales for live projects.
- Support the creation and delivery of projects marketing plans, including asset creation, writing marketing packs, marketing copy, image creation and partner liaison.
- To work with the Communications Co-ordinator to support and deliver Fuel's social media strategy across projects.

### 4/ General responsibilities

- To manage the HoP's diary and provide PA duties as required.
- 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 Producer.
- Filing and other administrative tasks.

This list is indicative rather than comprehensive, and flexibility to the job role and tasks as required.

Fuel is interested in and keen to support ongoing professional development and will work closely with the post-holder to ensure that their needs in this area are met.

## PERSON SPECIFICATION

### Essential

- Outstanding organisational skills with the ability to meet tight deadlines.
- The ability to forward plan, predict and use initiative in managing busy schedules.
- Strong communication skills, both written and oral.
- An understanding of the importance of attention to detail and a rigorous work ethic.
- Excellent typing and IT skills (including Microsoft Office).
- The ability to work discretely with confidential information.
- Ability to work effectively both independently and as part of a team.
- A positive outlook and a good sense of humour.

### Desired

- Familiarity with Fuel's projects and the artists we work with.
- A desire to use the time spent in the role to learn and to put the experience to practical use within the arts industry.



# TERMS

**Closing date:** Monday 16 August 2021, 10am

**Interview dates:** Thursday 19 & Friday 20 August 2021

## Hours

- 10am-6pm Monday to Friday but some evening and weekend work may be necessary
- Fuel operates a Time Off In Lieu (TOIL) system

## Base

- Somerset House, South Wing, Strand, London, WC2R 1LA
- Please note: the Fuel team are currently working part-time in the office and part-time remotely. We are happy to discuss flexible working arrangements.

## Salary

- £9,200 PT 0.8/ 4 day per week fixed term 6 month contract (equivalent to £23,000 per year)
- Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme

## Holiday

- 10 days allowance for six months plus bank holidays

## Probationary Period

- 1 month

## Notice Period

- 1 month

# HOW TO APPLY

Please submit your application, in one PDF attachment by e-mail to:

[admin@fueltheatre.com](mailto:admin@fueltheatre.com)

Please save your application as follows:

Full name - Programme Assistant

