

Plymouth Fringe Festival 2019 | Associate Producer

The Role

Now entering its fifth year, Plymouth Fringe Festival is a week-long celebration of live performance produced by Toast which takes place during May half term.

Building upon the success of previous years, Toast wish to appoint a small team of Associate Producers to support the delivery of the 2019 festival. Successful candidates will work with the festival producers to help successfully deliver a week-long programme of events in a variety of spaces across the city.

The responsibilities of Associate Producers will include, but are not limited to:

- Supporting companies and artists taking part in Plymouth Fringe Festival through coordinating production requirements and acting as point of contact at venues
- Working with in-house venue staff to ensure smooth running of performances, meeting the expectations of both the Festival and the venue
- Promoting Plymouth Fringe Festival and its artists through online marketing, social media and word-of-mouth
- Providing on-site support for artists and audiences during performance days
- Assisting with technical and production delivery as required
- Attending meetings which support the successful delivery of the festival
- Other reasonable responsibilities as required by the Festival Producers

The Associate Producer role represents an opportunity for anyone looking to develop their skills in producing and events management, wishing to gain a good understanding of the performance scene in Plymouth or building a portfolio career in the cultural sector.

Terms of Employment

This is a freelance role offering a fixed fee of **£1500**, inclusive of VAT and expenses.

The fee covers an assumed period of three weeks' full time work, at hours to suit both the candidate and the festival.

N.B. Successful candidates must be available from Sun 26th May – Sun 2nd June 2019 to support the delivery of the festival.

Application Process

To apply, please send a CV and supporting statement by **5pm, Wednesday 27th March 2019** to **festival@wemaketoast.org**. Your supporting statement should outline your interest in, and suitability for, this role and can be submitted as:

- An attached written document (max 2 pages)
- A link to a video or audio file (max 5 minutes)

If you would like to discuss this role further, then please email us with your contact details at **festival@wemaketoast.org** and one of us will be happy to get in touch by phone or email

Plymouth Fringe Festival curated by Toast in partnership with Theatre Royal Plymouth, Barbican Theatre and Plymouth Conservatoire, and is supported by Arts Council England