**JOB OUTLINE ASSISTANT PRODUCER (freelance)**

**220 Days over 2-year programme**

**PURPOSE OF ROLE**

To work collaboratively with the Artistic Director and HCC Arts Officer to implement the 2017/18 Hull Dance Programme, finding positive solutions to any challenges and concerns that arise

The Assistant Producer will be the main point of contact for the daily running of the programme of events. They will have a key role in organising and delivering the Hull Dance artistic programme, be responsible for the administrative aspects of events including the Hull Dance Prize alongside supporting artists, tutors and visiting companies. The Assistant Producer will lead on marketing the organisation

**General responsibilities:**

Manage studio venue bookings with partner venues and for individual projects

Regular communication with local and regional dancers about initiatives

Maintain contact with companies and artists once contracts have been agreed ensuring that support staff (technicians/photographers etc) are kept in the loop

To keep accurate up to date records of all Hull Dance activities and ensure that these comply with data protection legislation

Co-ordinate volunteers

Lead on marketing activities for Hull Dance in line with agreed marketing plan including

* Keep the website up-dated ensuring the information is current and new blogs written regularly
* Regular social media output
* Printed publicity developed and distributed
* All projects documented

Co-ordinate individual projects in line with agreed action plans

* Keep participants informed about each initiative and developments
* First point of contact for artists leading and taking part in activities, supporting in obtaining costumes, resources and music as necessary
* Act as rehearsal director for projects when necessary
* Co-ordinate rehearsal week and produce HDP show

It is envisaged that Tara will grow into the role over the two years. Support will be offered via

* mentoring and support from Hull 2017
* working alongside other professionals (co-ordinator for Festival, Artistic Director)
* knowledge sharing between team members, HCC staff and local, regional and national partners
* monthly supervision and identifiecation of and support for development needs
* shadowing Hmber Mouth Literature Marketing Consultant
* broadening understanding of contemporary dance by attending performances