**Assistant Producer**

**Job Description**

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**About the Company:**

Barely Methodical Troupe is an experimental acrobatic circus company. Fusing hand-to-hand, acrobatics and Cyr wheel with contemporary dance giving a fresh perspective on the material they create.

BMT are three graduates from National Centre for Circus Arts who were joined by Senior Producer Di Robson in 2014. The company has kept expanding ever since working with some of the most exciting directors & choreographers of the moment, including Ben Duke, Eddie Kay, Melissa Ellberger and Ella Robson-Guilfoyle. Our first show BROMANCE opened at the Edinburgh Fringe in 2014 and headlined the London International Mime Festival in 2015. KIN, our second show was co-commissioned by London’s Roundhouse for Circusfest 2016. SHIFT is our third show, a headline circus commission for the 2018 Norfolk and Norwich Festival. BROMANCE, KIN and SHIFT have toured nationally & internationally and will be on the road in 2020 and 2021.

2020-2021 projects include:

* A new large scale outdoor production premiering in May 2021
* A new outreach programme including: BMT directing Roundhouse Street Circus Collective show; a collaboration with Chichester Festival Theatre delivering workshops with young asylum seekers; a collaboration with Vincent Dance Theatre
* National & international touring of BROMANCE, SHIFT & KIN.

**Role**

You would be joining the team at a busy and exciting time of development, supporting Senior Producer Di Robson in delivering the touring activities and leading on managing our newly built outreach programme. Key responsibilities include:

Logisitcs/Tour Managing

* Collating itineraries and managing company’s shared calendar
* Booking travel and accommodation within budget
* Updating company riders and liaising with venues to make sure everything is in place before the company goes on tour
* Organising rehearsal space
* Keeping track of merchandise stock

Project producing

* Taking the lead on producing the outreach programme with partners Roundhouse, Chichester Theatre, and Charlotte Vincent Dance Theatre.
* Liaising with partners, negotiating contracts, managing budget in liaison with the Senior Producer
* Organising workshop schedules with company’s members and partners
* Writing evaluation s

General Admin & producing

* Updating contracts for external artists working with BMT
* Updating show pack and marketing information
* Drafting mail-out
* Updating database of contacts
* Helping with ACE projects grant writing and evaluation
* Representing BMT at networking events when needed

**Person specification**

* Excellent organisational and time management skills
* Experience in arts management and/or producing or a strong interest in building a career in this field
* Well-developed written and oral communication skills and the ability to interact with a wide range of individuals
* Good financial management skills and experience in managing small budgets
* Reliable, flexible and self-motivated
* Willingness to go on the road with the company on tour when needed

**Terms**

This is a freelance contract based on 2 days a week circa £25k pro rata depending on experience, ideally starting from 10th February 2020.

Working hours are 10:00-18:00. You would ideally work from BMT’s offices in Dalston, London.

Please apply to Di before February 4, 2020 on di@diro.net. Send current CV and your thoughts on why you would like this job.