

Freelance Assistant Producer -Cambois Hidden Depths

Contents

1. [About November Club](#)
2. [About GROW](#)
3. [Opportunities to Find Out More](#)
4. [Cambois Hidden Depths](#)
5. [Main Purpose and Scope](#)
6. [Rates, Dates and Time Commitment](#)
7. [Grow Development Package](#)
8. [Key Deliverables](#)
9. [Your Skills and Experience – Minimum Criteria](#)
10. [Location Requirements](#)
11. [How to Apply](#)
12. [Timeline](#)
13. [Interviews](#)
14. [Equal Opportunities and Allyship](#)
15. [Disability Confident](#)
16. [Accessibility](#)

1. About November Club

November Club's ambition is to create exceptional and remarkable theatre in unusual places from our home in Northumberland. Our vision is to change the sense of what can be achieved creatively in our region, leading to healthier, happier communities.

We work in areas with limited access to, or engagement in, the arts, primarily Northumberland's rural and coastal communities and those within South East Northumberland. In all our work we strive to be joyful, ethical, welcoming and brave.

2. GROW Development Programme

Launched in June 2023, GROW is November Club's development programme, offering a range of opportunities for individuals at all stages of their career, working across performance, creative and production roles.

By weaving GROW opportunities throughout our artistic programme we hope to inspire people to work in theatre and help to ignite and sustain careers, contributing to a flourishing and representative workforce for theatre in the North East.

For more information visit www.novemberclub.org.uk/grow

3. Opportunities to find out more

If you are interested in applying and would like to find out more about the role and/or working with November Club:

- You can email questions directly to info@novemberclub.org.uk, Louise Taylor-Asheg (she/her), Participation & GROW Producer or Sarah Hudson (she/her) Producer, Cambois Hidden Depths will get back to you.
- Call the November Club office on 01670 457808 and speak to Louise Taylor-Asheg, Participation & GROW Producer.
- Find lots more information about November Club, our team and our artistic programme on our website www.novemberclub.org.uk

Freelance Assistant Producer – Cambois Hidden Depths

Role Description

4. Cambois Hidden Depths

Working across the communities of Cambois, North Blyth and East Sleekburn, 'Cambois Hidden Depths' is a project to capture, interpret and celebrate the hidden heritage of this post-industrial area. The 'Hidden' is two-fold, 'Hidden' from view by lying underground or beneath the surface; for instance the mining heritage, and heritage hidden from the outside world, as it is passed informally between community members, without public sharing.

We are working with community organisations, heritage and business partners and local schools to celebrate heritage across the community.

The aims of the project are as follows:

- To uncover and highlight the heritage of a community suffering from challenges of isolation, under-investment and marginalisation.
To increase access to heritage projects for community members, including those with economic exclusion and disabilities/health conditions.
- To provide skills development across age groups.
- To raise the pride and profile of the community through celebrating their heritage.

The work will be in two phases. The first phase, which has already commenced, is a series of micro-projects working with local community residents and organisations based in Cambois; including the Miners Institute - 'The Tute', the Primary School, the Church and the Camera Club.

The second phase is the showcasing of all the work produced, culminating in an event in Cambois on Friday 27th and Saturday 28th September 2024. There will be heritage film screenings, exhibitions of Cambois' past, new commissions in dance, performances of new writing and large-scale projections.

5. Main Purpose and Scope

November Club are seeking a South East Northumberland/Tyne & Wear based freelance Assistant Producer to support Producer Sarah Hudson (she/her), in the co-ordination and development of Cambois Hidden Depths.

As Assistant Producer, you will engage with the whole creative team at this exciting stage of the project. This will include administrative support for production meetings, offering insight and opportunities to contribute towards the broader producing process. It will also include the co-ordination of some of the micro-projects with members of the community and partners.

Further details can be found in the Key Deliverables section below.

6. Rates, Dates and Time Commitment

10 days at £165 per day. Starting Wednesday 29 May, contracted to 31 October 2024.

Applicants must be available 26 – 28 September 2024, for the culmination event.

The 10 days will be worked flexibly, to be agreed with the project Producer, and will include half days, evening and weekend working, and occasional attendance at producing/production meetings on Friday mornings.

7. Grow Development Package

This role is part of our GROW Development Programme. In addition to the freelance contract the following development package will be available:

- 8 hours of external mentoring
- £400 personal CPD budget
- Introductions to regional contacts, including one in-person facilitated meeting.
- Access to hot-desking space at the November Club office.

8. Key Deliverables

- Support the Producer with all aspects of producing Cambois Hidden Depths.
- Support in identifying and communicating with prospective community partners and participants.
- Coordinate community involvement in some of the micro- projects; including co-ordination of public digital submissions of heritage photographs and work with community residents to showcase window displays during the event in September.
- If required, source rehearsal space within budget allocation.
- Attend and minute all producing and production meetings as necessary.
- Support the Producer to ensure that the production budget is kept up to date and accurate.
- Support in the evaluation of November Club's work.
- Assist with the maintenance of good filing/archive systems and databases for all community engagement activities.

- Support the Marketing and Audience Development Manager in the creation of content for November Club's marketing channels and distribution of print material.
- Production support at the event rehearsal and event- 26-28 Sept, including acting as runner/helping to transport equipment/resources.
- Other duties as required and agreed with the Producer and Senior Management Team.

9. Your Skills and Experience

Minimum Criteria

- Excellent organisational skills and ability to prioritise and meet deadlines.
- Confident communicating with a range of people including participants, local residents, partners and artists.
- Excellent IT skills and confident using Microsoft Office applications.
- High level of accuracy and attention to detail.
- Experience of project and/or event planning and administration.

- A genuine passion for culture/heritage and a desire to learn more and develop skills and experience.
- Based in South East Northumberland/Tyne & Wear.

It would be great (but not essential) if you also had:

- Experience in a professional community, education or arts environment (this may include volunteering).
- Knowledge of the cultural or heritage sectors.

10. Location Requirements

This role includes a combination of remote working, working at venues/on site in Cambois and potentially attending meetings at November Club's office in Morpeth.

Given the geographical location of the project and limited transport infrastructure serving Cambois, applicants must feasibly be able to travel independently to Cambois. Ideally the successful candidate will have a driving licence and/or access to a vehicle.

11. How to Apply

You can apply in written, audio or video formats.

Please include 'Assistant Producer – Cambois Hidden Depths' in the subject line of your email.

Written applications, please email to info@novemberclub.org.uk:

1. Your CV, with relevant experience highlighted.
2. A statement of up to 500 words to about why you're interested in the role, examples of how your skills and experience meet the minimum criteria, and how this role would help your development.

Audio & video Applications, please email to info@novemberclub.org.uk or share/link via WeTransfer, Office 365 or Google Drive:

1. Your CV with relevant experience highlighted OR an audio/video file of up to 2 minutes highlighting relevant experience from your CV.
2. 3 - 4 minutes letting us know why you are interested in the role, examples of how your skills and experience meet the minimum criteria, and how this role would help your development.

12. Timeline

- Deadline for applications **12 noon Monday 13 May**. We will acknowledge safe receipt of your application by email.
- Email sent to those selected for interview **Wednesday 15 May**.
- Deadline to respond to invitation to interview **12 noon Friday 17 May**.
- Interview questions sent to confirmed interviewees by **5pm Friday 17 May**.
- Interviews **Wednesday 22 May**.
- Unsuccessful applicants notified by **Friday 24 May**.
- Induction morning of **Wednesday 29 May**.

13. Interviews

November Club offers hybrid interviews, with both in-person and zoom options available.

As part of improving our offer to freelancers and making interviews more accessible, we will be upfront about the questions you will be asked and what we will discuss.

You will be given the opportunity to ask questions during the interview, if you would like to.

November Club will reimburse reasonable costs of travelling to attend an in-person interview.

14. Equal Opportunities and Allyship

As an equal opportunities employer we strive to create an inclusive environment that reflects the communities of our region, and foster an ally culture of collective learning, accountability and support.

We welcome applications from people of all backgrounds and experiences, particularly those who are underrepresented or experience barriers to career development within the theatre sector.

15. Disability Confident



November Club is Disability Confident Committed. We will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview.

If you feel this would apply to you, please let us know at the point of submitting your application.

16. Accessibility

November Club is committed to meeting everybody's access requirements including any reasonable adjustments and arrangements for interview. We have allocated budget for this.

Shortlisted applicants will have an opportunity to inform us of requirements after they are invited to interview.

If you have access requirements relating to submitting an application or wish to discuss access requirements for interview in advance, please contact Louise Taylor-Asheg on louise@novemberclub.org.uk or 01671 457808.