[BRITTEN_PEARS_ARTS_LOGO_RGB_POS_EMAIL](https://brittenpearsarts.org/)

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# Job Description

# Assistant Producer – Artist Development

Line Manager: Programme Manager, Residencies

Also supporting: Producer, Opera & Music Theatre

Terms: Full time, permanent, (35hrs per week)  
Salary: up to £21,000 per annum

The role will be based at Snape Maltings, but some home working may be possible.

**Britten Pears Arts**

Britten Pears Arts is a pioneering music, arts and heritage charity based on the Suffolk coast at two popular, historic visitor destinations: Snape Maltings and The Red House. It emerged from the creative partnership between the composer Benjamin Britten and his professional and personal partner, singer Peter Pears. In 2020, the two charities which formed the legacy of Britten and Pears’ life and work, Snape Maltings (formerly Aldeburgh Music) and Britten-Pears Foundation, merged to become Britten Pears Arts. Britten and Pears shared a progressive vision for music and the arts to be useful, transforming lives, and bringing people and communities together. Our founders’ vision inspires all our activities: from work with our local communities to our national leadership roles in the fields of programming, talent development and music for health & wellbeing.

**Role Overview**  
The Artist Development team works with established artists, young professionals and school-age musicians across a variety of opportunities, including Aldeburgh Young Musicians, the Britten-Pears Young Artist Programme and the extended Residencies programme. This new role will directly support the Artist Development team, and in particular the Programme Manager, Residencies, and Producer, Opera & Music Theatre, who deliver the year-round work in these departments. This role will be a first step into experience of producing new work.

**Team structure:**

Director, Music Programme  
Producer, Opera & Music Theatre

Head of Artist Development (0.8FTE)  
Programme Manager, AYM   
Programme Manager, BPYAP  
Programme Manager, Residencies   
Assistant Producer, Artist Development (to be recruited)  
Programmes Assistant, Artist Development

**KEY AREAS OF WORK**

The Residencies programme supports artists across a wide range of music genres (incl. classical, folk, jazz, hip hop, electronics) at the very early stage of project development and beyond. The Assistant Producer provides support to the Programme Manager, Residencies, by coordinating the Residency programme. The Assistant Producer is supported by a shared Administrator. The team oversees the programme as part of the Creative Campus, creating and maintaining bespoke artist relationships, delivering artist led residencies across a broad range of genres, as well as curating the Festival of New.

Opera and music theatre, particularly the creation of new works, has been at the heart of our work since the foundation of the Aldeburgh Festival in 1948 and continues to be central to BPAs’ year-round Programming and Artist Development activity. We produce and present opera at the Aldeburgh Festival but also in our year-round programme. Recent highlights have included world premieres of new operas, co-productions with the Royal Opera House, Opera North, and Music Theatre Wales, and presenting Britten’s operas, which usually feature contributions from members of the Britten-Pears Young Artist Programme, such as Grimes on the Beach for the Britten Centenary. Outside of our productions, we play a vital role in the development of the art form, through our Residency programme and our membership of the European Network of Opera Academies. ENOA support both individuals and creative teams in their development and the creation of new stage works and in the coming few years, will look to how we further support artists working in and around opera and music theatre.

Both programmes have a focus on developing the sector and diversifying the people who work in them.

**KEY DUTIES**

* ​Working with the administration team to organise travel, accommodation, local transport and catering for all Residencies and Opera/Music Theatre activity
* Delivering the Creative Retreat programme
* Supporting the Head of Artist Development and Programme Manager, Residencies with curating our annual Festival of New and overseeing delivery, with support from external producers where necessary.
* Coordinating Residency applications and working with the Programme Manager to diversify the range of applications received.
* ​Compiling artist information
* ​Updating schedules & room bookings
* ​Liaising with artists in advance of their time at BPA, as well as agents where necessary.
* ​Looking after artists & reacting to their needs on a day-to-day basis during projects
* Inputting into and coordinating regular evaluation sessions with artists before and after Residencies & Opera projects
* ​Processing invoices & keeping budgets updated
* ​Working with the Marketing team and Digital Content Producer to ensure the Residency & Opera programmes are represented on our website and social media platforms
* Acting as Producer for Residency/ Opera projects as and when needed, with support from external producers where appropriate.
* Organising auditions and rehearsals ahead of productions
* Working with the Production team on delivering technical support
* Supporting the Producer and Programme Manager in communication with networks and partners

We assume that for the successful candidate this will be their first or second role in the arts, and we are keen to develop our staff according to their strengths. The above list gives an idea of where we see this role starting out but understand that the ideal candidate will want to grow their responsibilities over time.

**PERSON SPECIFICATION – Assistant Producer, Artist Development**

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| **CRITERION** | **ESSENTIAL** | **DESIRABLE** |
| Experience |  | * Experience of working with musicians * Working with budgets * One other role in a relevant environment * Customer relations experience |
| Skills/Knowledge | * Love of music and interest in working in a performing arts environment * Excellent administrative and organisational skills * Communicates clearly – verbally and in writing * Relates well to people at all levels, creates and maintains effective working relationships. * Proficient IT skills – confident user of Microsoft Office (Word, Excel, Outlook) | * Sound musical knowledge * Music degree or proven knowledge of music * Presentation skills * Experience of media capture and editing software * An understanding and commitment to equality, diversity and inclusion (EDI) |
| Ability/aptitude | * Able to work accurately and efficiently with excellent attention to detail * Ability to remain calm and courteous when working under pressure and dealing with the public and artists * Can multi-task and prioritise workload appropriately * A positive and proactive attitude and a willingness to learn * A high level of initiative and enthusiasm * Makes a positive contribution to the team. | * Experience of working in a performing environment as a musician or staff member |
| Special requirements | * Full driving license * A good standard of computer literacy * Flexible approach to working hours, able to work out of normal office hours – including weekends and evenings as necessary (Time off in Lieu will be given as appropriate) |  |