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# Job Description

# Assistant Producer, BPYAP

Line Manager: Programme Manager, BPYAP

Terms: Full time (35hrs per week) fixed term until 31 Dec 2022
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, BPYAP, who deliver the year-round work in this department.

**Team structure:**

Director, Music Programme
Producer, Opera & Music Theatre

Head of Artist Development (0.8FTE) - on maternity leave
Programme Manager, AYM
Programme Manager, BPYAP

Assistant Producer, BPYAP (to be recruited)
Programme Manager, Residencies

Assistant Producer, Artist Development
Programmes Assistant, Artist Development

**Britten Pears Young Artist Programme**

The BPYAP delivers masterclasses, coaching and mentoring from internationally renowned artists, focusing specifically on their repertoire and projects through Masterclass courses as well as through supporting a small year-round cohort of artist entering a professional career.

There are also performance and/or commissioning opportunities, and industry-relevant offers, either sourced by Britten Pears Arts, or which emerge as projects evolve during the year.

In 2022 the BPYAP celebrates its 50th anniversary, mainly during the Aldeburgh Festival, taking place in Jue 2022 as well as through projects and classes across the calendar year.

**KEY DUTIES**

* ​Working alongside the Programme Manager to deliver all BPYAP activity
* Working with the administration team to organise travel, accommodation, local transport and catering for all BPYAP activity
* ​Compiling artist information
* ​Updating schedules & room bookings regularly
* Liaising with the Head of Production about plans in a timely manner
* ​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
* ​Processing invoices & keeping budgets updated
* ​Working with the Marketing team and Digital Content Producer to ensure the BPYAP programme is represented on our website and social media platforms
* Administrative involvement in the annual audition process
* Acting as Producer for projects when needed
* Working with the Production team on delivering technical support
* Supporting the 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.

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

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| **CRITERION** | **ESSENTIAL** | **DESIRABLE** |
| Experience | * Paid or voluntary admin or project management experience gained in an arts setting.
 | * Experience of working with musicians
* Working with budgets
* One other role in a relevant environment
* Customer relations experience
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| 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)
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| 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
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| 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)
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