



About Assemble Fest

Assemble Fest offers a platform for local artists to create work in local businesses. It creates and supports new work and engages with wider communities. Currently, Assemble Fest is a one-day arts festival which takes place in a range of independent businesses and public spaces across the wonderful Newland Avenue in Hull, a multicultural community infused with local charm and international character. Working with business owners on the avenue, specially commissioned shows from Hull-based theatre companies and artists are staged, creating highly visual, exciting and engaging experiences in surroundings that range from hair salons to café-bars.

Working closely with the active residents and traders of Newland Avenue, the festival takes place right in the heart of the community, removing any barriers people may otherwise run into when trying to access other theatre events. We offer pay what you want performances - where the donations go directly into improvements along the avenue - and lots of free events and pop-ups, such as live music, installations, language cafes, dance performances, workshops, face painting and puppet shows that are perfect for a range of diverse audiences.

We want our audiences to see spaces they pass every day in a different light, visit businesses and shops they've never been to before and continue supporting local businesses by becoming new regular customers after the festival has finished.

We want our artists to develop new ideas in a space that isn't a black box, create relationships with spaces and traders and work creatively with their paired Industry Collaborator.

Over the last 4 incredible years, Assemble Fest has had 5 festivals, supported 25+ local theatre companies, seen 28 premieres of new work, staged events in 30+ spaces, held a special one-off festival on Hesse Road and employed 100+ members of the local community.

Our Roots

In April 2013, 3 artists local to Newland met in a coffee shop to discuss the ideas each had had about how great would it be to bring the theatre makers of Hull together, to create a festival for a local community and to create opportunities for new work. Those ideas were brought to fruition - with a lot of support from local authorities and organisations- and in December 2013 we did our pilot production a new adaptation of *The Little Match Girl*. It was staged in two of the independent businesses on Newland Avenue and was a great success, with audiences engaging with these spaces in a different way.



In January 2014, we launched the applications for Assemble Fest. Seven companies were given commissions, and an industry mentor to develop their work. On May 3rd 2014, the first Assemble Fest happened! The success of the festival has grown year upon year, which has allowed us to support more artists, take the festival to other areas of the city, host additional workshop and collaboration opportunities, grow the team and create special in-house productions with both local artists and community participants.



Assemble Fest 2017 and Our Street Our Stage

AF 2017 was our largest festival to date; we commissioned 6 local companies, engaged for a longer period with local artists and mentors and created numerous additional new events (such as an Art Bus, spoken word and an afterparty gig). We also created Our Street Our Stage, an event

supported by Heritage Lottery Fund and Hull 2017 Creative Communities Programme amongst others; we celebrated the stories past and present of Newland Avenue and worked with over 100 participants to close the road and bring the heritage of Newland to life in a way that not been done previously. We created legacy for the area through a heritage board, heritage trail and new digital online resources. The festival sold out it's day tickets allocation in 3 hours, plus full houses and a pack street meant the day festival and evening event was enjoyed by all.

Last summer, we decided to review what the future of Assemble Fest looks like and so we decided to take a year off, returning fresher and bolder in 2019. We want to invite a new generation of artists, makers and community ambassadors to lead the festival to new heights.

The Future

The current Producer and Director have undertaken consultation regarding the future and direction of Assemble Fest. We have spoken to artists, organisations, traders and audiences regarding what they would like to see moving forward, and what they think we can improve upon. We are looking to recruit a new team to take over the reins of running Assemble Fest and delivering the next iteration. That will include, but is not limited to:

- Management: Organisation, team, development, finance
- Development: Artists, organisation, the unique offer to the city
- Creative: Creative direction/output of the organisation, in-house shows
- Partnerships: being an ambassador, funding sources, maintaining existing partnerships

Who we're looking for

We're looking for a driven Producer and Director to take AF to new heights. You must have experience with delivering similar events/festivals/projects, be passionate about creating opportunities and experiences for audiences, have experience fundraising and have previously worked closely with(in) a community.

You will be able to demonstrate a commitment to supporting the artists of Hull and showcasing the talent the city holds.

You will be able to bring creative and fresh ideas to the table and be able to work closely with the rest of the core team to develop the sustainable future of the festival, and organisation as a whole.

We need somebody who will be ambitious and being able to implement and develop sustainable changes. Neither roles are full time, however Assemble Fest is at a critical turning point as an organisation and has the potential to do bigger and bolder things; this requires a team who will really commit to hitting the ground running and deliver marvellous, high quality festivals/shows/events.

The cultural landscape within Hull has changed since we first started out; we started out to support and develop local work made by the brilliant local artists. Our consultation has demonstrated the needs of the artists within the city have changed, and so the offer of the festival must reflect that.

As we are currently looking for a Director and a Producer, we would accept joint applications.



Job Description and person specification

Overview

The Festival Producer will manage the logistical planning and delivery of the next stage of Assemble Fest's life whilst working collaboratively with the Director; commission artists; plan for organisational structural development; identify potential funding streams or partnerships; work creatively with the Director, Curator and Production Manager on programming.

Responsibilities

Partners	Organise, manage and liaise with AF's partners with the Festival Director; complete all required feedback and development reports as required by funders or partners; identify and develop relationships with new partners locally, regionally or nationally; build a timeline of funding applications and lead on writing bids working with the Festival Director.
Finance	Have overall financial responsibility for the organisation; create and manage the budget for festival activity in its entirety; agree and set budgets with theatre companies, businesses; set and manage staffing rates and payments; identify potential funding strands; writing and submitting the funding bids for funding strands; manage box office set up and income.

Assemble Fest – Job Pack

Logistics	Work with the core team on a full activity timeline from writing initial bids to finishing evaluation; work with the Production Manager to apply for required performance licenses; notify and liaise with all the relevant bodies i.e. the police and Resident's Association about the festival to ensure the smooth running of the event.
General management	Work with the Festival Director to create and define the core staffing structure across both the development and production stages of the festival; write agreements for the businesses used as venues, commissioned artist and all paid staff employed on a freelance basis; to ensure all staff receive adequate training and are aware of H&S and safeguarding policies, including the reporting process should any issues arise; ensure all necessary risk assessments are completed and H&S requirements for the event are met, including arranging insurance; ensuring the festival documentation and admin stored via Dropbox is logged efficiently and clearly.
Programme	Work with the Festival Director to commission theatre companies and businesses; to work with Production Manager to organise tech and production week schedules; to work with the Curator to ensure the programme of free activities and events is diverse and suitable for a wide audience.
Box Office	To manage the set up and operation of box office; recruiting a Box Office Manager if required in the run up to the festival; to book tickets for any partners, funders or reviewers.
Festival Day	Assist the Production Manager, Head Venue Manager, Curator, Box Office Manager and Community Engagement Officer in managing the festival day staff, schedule and participants.
General	Assist in the promotion and organisation of the events in the lead up to the festival; take an active role in the evaluation process.

Commitment

There will be a negotiable fee for the handover, planning and bid writing stages. The latter, which you will lead on, will include your future fee for delivering AF19.

We expect the handover, planning and bid writing stages to be roughly 10 days between June – September. The festival historically takes place the first bank holiday in May.

After the handover period, the new team will be responsible for the management, development and day-to-day running of the festival. Depending on funding applications and what AF19 looks like, this usually takes on average 1.5/2 days per week, with busier periods as you get closer to delivering events.

To Apply

For an informal chat, please contact info@assemblefest.co.uk.

Assemble Fest – Job Pack

To apply, please send a CV and cover letter demonstrating how you are suitable to the role to info@assemblefest.co.uk by 17:00 on Thursday 31st May.

As we are currently looking for a Director and a Producer, we would accept joint applications.

Interviews will be held in Hull on **Thursday 7th June**. Skype interviews will only be offered under exceptional circumstances.

All applicants will be notified of whether they are invited for an interview by 4th June.