



Weston Jerwood Creative Bursaries Junior Producer

Full time contract for 12 months from February 2018 / salary £19,725 / based in London

Overview

Duckie is looking for a recent graduate to join the company for a year on a work-based training placement to be a Junior Producer, supported by the Weston Jerwood Creative Bursaries Programme. The candidate must be able to show evidence that they have graduated in the last three years, that they are resident in the UK and that they were in receipt of a full maintenance grant in order to apply.

The candidate will spend 12 months on a work based training placement that has been designed to support a depth and breadth of experience in the community performance and club scene. Over the course of the placement the candidate will develop a range of production skills ranging from event management, to artist liaison, lighting and sound, to assisting with programming. We are looking for someone to join our team with an excellent can-do attitude, who is prepared to jump in the deep end, learn fast and who will be comfortable working in a range of contexts from pubs and clubs to theatres, church halls and community centres.

This entry-level position will offer a recent graduate a unique opportunity to learn how to be a creative producer within a highly supportive and friendly production team from an award winning arts and events company. The candidate will also have a dedicated mentor and will be supported to make their next career step after the programme ends in order to maximise the impact of the scheme.

Duckie

Duckie create good nights out and culture clubs that bring communities together. From our legendary 21-year weekly residency at the Royal Vauxhall Tavern to winning Olivier awards at the Barbican, we are purveyors of progressive working class entertainment who mix live art and light entertainment.

Duckie combine vintage queer clubbing, LGBT heritage and social archaeology & quirky performance art shows with a quintet of socially engaged culture clubs:

The Posh Club (our glamorous cabaret with older folk in Crawley, Hackney, Elephant & Castle, Hastings and Brighton)

The Slaughterhouse Club (our wellbeing project with homeless Londoners struggling with booze, addiction and mental health issues)

Palace of Varieties (our dementia friendly arts showbar in care homes)

Duckie Youth (our forthcoming LGBTQ youth theatre)

Duckie Family (our culture club with queer people of colour).

For more information about who we are and what we do please look at our [website](#).

Junior Producer Role

The Junior Producer role will be focused around 3 priorities – offering **depth** of experience, **breadth** of experience and opportunity to **practice** the art of producing artistic performance events.

- 1) To gain **depth** of experience the candidate will work on the new Duckie Youth pilot for 2 days a week for the duration of their placement. They will work closely with the Project Manager, Artistic Directors and wider Duckie team to help plan, promote, deliver, evaluate, document and develop a Youth Theatre over the course of 2018.
- 2) To gain **breadth** of experience the candidate will work on The Posh Club for 2 days a week to gain experience in a range of practical producing roles. This will include event management, stage management, artist liaison, sound and lighting technical production and volunteer coordination.
- 3) To gain opportunities to **practice** the candidate will work with Duckie Producers to support Duckie Saturday Nights, the queer heritage programme and on other projects working back stage to learn the craft of producing live events. The candidate will work with the team learning how to problem solve, to manage artists and audiences in real time, to experience the range of roles available in producing events and to find their own working style and voice.

How to Apply

Mandatory Supporting Documents

All applicants **MUST** be able to provide scanned copies of BOTH of the following with their application:

- 1) Proof of having graduated not earlier than 2015 from a first degree (BA or equivalent) – it doesn't matter what the subject was, or which grade was achieved, but proof of graduation in this time frame must be submitted with the application.

AND

- 2) A Student Finance Breakdown letter for EACH OF THE UNIVERSITY YEARS OF STUDY showing that applicants received a FULL grant for each year of study (minimum 3 years)

We will also accept three alternatives to the Full Maintenance Grant, but these must be evidenced with official documentation:

- 1) A Welsh Government Learning Grant (used to be called Assembly Learning Grant): the equivalent of a Maintenance Grant for Welsh students.
- 2) A Young Student's Bursary or Independent Student's Bursary: this is the equivalent of a Maintenance Grant for Scottish students.
- 3) A Special Support Grant: this replaces the Maintenance Grant for students who can claim income-related benefits. Student can get either type of grant but not both together, and the value is the same.

No other documents will be eligible so please ensure that you meet the criteria before applying. Further details of eligibility can be found on the [Jerwood Charitable Foundation website](#).

The Weston Jerwood Creative Bursaries Programme is designed and managed by Jerwood Charitable Foundation in partnership with the British Council. It has been made possible through the combined support of Arts Council England's Ambition for Excellence Fund, Garfield Weston Foundation, Jerwood Charitable Foundation, CHK Charities Limited and PRS Foundation.

Personal Specifications

Applicants must:

- Fulfill the eligibility of the Weston Jerwood Creative Bursaries Programme and provide the evidence described above
- Have a positive attitude and be willing to take risks and try new things
- Work well as part of a team with good communication skills including an ability to take and give instructions and to work well with others
- Demonstrate a desire to undertake a professional role in the arts and be ready to make the most of this opportunity.
- Be a self motivated problem solver and an independent thinker
- Able to manage their workload within a framework of supervision and support
- Be able to work flexibly across multiple sites and be able to complete some tasks from home
- Have a passion for grass roots community performance and events culture
- Have an interest in issues of equality of opportunity in the arts

Salary and Terms

The post of Junior Producer at Duckie is offered at a salary of £19,725 on a fixed term contract of one year. The successful candidate will work 40 hours per week with 25 days leave plus statutory bank holidays. The nature of the position means that the post holder will be required to work some evenings and weekends. The candidate will either work on site at events or at home, as well as attending meetings as required.

Application

After ensuring that you have both of the mandatory documents, please prepare the following:

1) A Short Statement of no more than 500 words

Please go to the [Duckie website](#) and pick out 5 things from our work that interest you, or that you find challenging, and tell us why.

2) A video up to three minutes

Please tell us a bit about yourself and why you think that you are the right person for this job?

3) The Weston Jerwood Creative Bursary Programme [online evaluation questionnaire](#).

4) Complete the Duckie [job application](#) form.

Please email jobs@duckie.co.uk and attach the following documents:

- Mandatory Supporting Documents
- Completed Application Form which will include:
 - Your short statement
 - Link to your short video and any passwords
 - Weston Jerwood Evaluation confirmation code

If you fail to provide any of the information required we will be unable to process your application, so please check carefully that all is in order before you press send.

Timescale

The deadline for applications is **5pm on Friday 24 November 2017**.

All interviews will be held on either **Thursday 7 or Friday 8 December 2017**.

The placement will start in **February 2018** and continue for **12 months**.

For further information or to discuss your application please email emmy@duckie.co.uk.

Duckie would like to give work opportunities to people who are traditionally marginalised from the arts. Remember, we don't mind where you studied, or what your subject was – we are looking for someone with an exceptionally positive attitude, who is willing to get stuck in, take a few risks, work out of their comfort zone and really learn the craft of producing artistic club and performance events. We particularly welcome candidates from working class or BAME backgrounds, so if this sounds like you – please apply!