

COLLECTIVE

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Satellites Programme 2019-20 Associate Producer Role Specification

Collective is looking for two individuals interested in research, development and delivery of exhibitions, events and texts. Designed to create valuable professional development and work experience for each Associate Producer, the role offers an opportunity to work within the staff team to conceive, develop and deliver an ambitious new project.

Projects can encompass many forms including exhibitions, discussion events, performance, publications or off-site projects.

The two Associate Producers will be supported to create a publication or podcast throughout the Satellites Programme, giving each Associate Producer the opportunity to develop their writing and editing skills.

Associate Producers will also take part in a course of facilitated group meetings, and two organised retreats.

The Associate Producer will be expected to work at Collective three days a week including one day working front of house (unless on arranged research trips) and will be provided with office space and a laptop.

The positions are both six months long. The first will be from June to November 2019 and the second is from December 2019 to May 2020. In addition, there will be a number of days' participation expected through the Satellites Programme beyond these start and end dates.

Outcomes and Duties

- To research, develop and deliver a new project that will be presented at Collective.
- The Associate Producers will create and publish at least one new piece of writing on the themes and work created in Satellites Programme.
- The Associate Producers will collaborate to produce a publication or podcast(s) reflecting on Satellites Programme 2019-20.

- Work with the Collective team, in particular the Head of Programme and Producer, to develop your project to its full potential.
- Develop a marketing strategy with the Head of Communications for the proposed project in line with Collective's marketing aims and objectives.
- Organise research trips to compliment the project.
- Manage exhibition and research budget within the agreement.
- Work with the selected Satellites Programme practitioners and take part in the year-long programme including: retreats, studio visits and discussion groups.

General Duties

- Act as an advocate for Collective as required.
- Will work positively and supportively with the Collective team and, where appropriate, actively seek to involve trainees in their work.
- Invigilating in the exhibition spaces and monitoring the security of artworks one day per week.
- Greeting the public, counting attendance, answering telephone and taking messages.

Person Specification

- A passion for the visual arts and an interest in developing new ways to bring together programmes and audiences.
- Some experience working with artists and publics on the presentation and interpretation of contemporary art, with experience of initiating and/or supporting projects and co-ordinating events.
- A good knowledge of contemporary visual art, as well as a good general knowledge and awareness of wider social and cultural issues.
- Excellent verbal and written skills. Ability to translate complex material into accessible language.
- Experience of installation and technical knowledge.
- Proven organisational ability.
- Excellent communication and interpersonal skills.
- Ability to speak confidently and fluently in a public context, and to communicate enthusiasm for contemporary art to audiences of all ages.
- Ability to be flexible and work as part of a small team.
- Ability to work on own initiative.
- Flexibility in working hours.