

## Assistant Producer: The Devil's Doorbell

- **Purpose of this role:** to raise awareness of, and interest in *The Devil's Doorbell* amongst potential commissioners and promoters in the south east of England.
- **Duration and location:** 10 days to be completed between 1/11/22 and 31/1/23. We expect five days to include attending 3 rehearsals at University of Kent, Canterbury and 2 public workshops (Tunbridge Wells and Chatham) which take place 4-7 November; 9-12 December and 10-13 January 23. The remaining five days can be worked remotely or at the Moving Memory office at Creek Creative, Faversham.
- **Fee:** £150 per day (plus travel expenses)
- **Payment:** the role is offered on a freelance basis. The contractor remains responsible for their own tax and national insurance payments. Payment schedule can be arranged and payment(s) will be made on production of satisfactory invoice(s).

**Process:** please apply by email by sending a letter or video explaining why you are the perfect person for this role & giving a brief career history to [cathy@movingmemorydance.com](mailto:cathy@movingmemorydance.com) by 9am on Monday 24 October. We will arrange to meet candidates by Zoom during that week & let people know the outcome by Friday 28<sup>th</sup> October.

The Devil's Doorbell is a new piece being developed by Moving Memory Dance Theatre with funding from Arts Council England. Our core performance ensemble & associate artists will be exploring the banal, bizarre & sub-surface taboos of the ageing female body. The aim is to create physical & digital content for a new performance that places the power of a woman's body centre-stage & has the potential to engage, surprise & defy the expectations of audiences & communities in theatre & non-theatre spaces.

Moving Memory produces performances, workshops & training, offers guidance to others & contributes to research so that people across the country perceive ageing differently. Our experience as older people, & the techniques we have developed, resonate with, & have proved valuable to, other marginalised communities. We are working to a new strategic plan which sets clear targets for the expansion of our work over the next three years.

**Duties:** The Assistant Producer will work with the Development and Creative Directors to:

- Gather evidence which will help promote The Devil's Doorbell to potential commissioners – including designing a feedback and evaluation process for the project and ensuring the process is completed.
- Promote the public workshops - to recruit participants and to potential commissioners/promoters.
- Research potential commissioners/promoters and devise and send a promotional pack about The Devil's Doorbell.

**Experience:**

- An understanding of the current small scale performing arts sector in south east England
- Experience of producing and/or touring small scale theatre.
- Experience of collecting monitoring data, feedback and evaluation materials.
- Experience of promotion and marketing activities.

**Skills:**

- Excellent interpersonal skills.
- Excellent writing skills.
- Adaptable, flexible and quick thinking