



## **Threshold Studios: Creative Media for Social Change Production Co-ordinator Application Pack**

Thank you for your interest in the position of Production Co-ordinator

Please find enclosed:

- Background information to the organisation
- Job Description
- Person Specification
- Cultural Equity Statement

If you require any further information then please contact [sophia@thresholdstudios.tv](mailto:sophia@thresholdstudios.tv) to set up a conversation with our Programmes Director, Sam Lindley.

### **How to Apply**

**Please supply a cover letter that would outline your approach to the role and relevant experience (maximum 3 sides A4) and a CV**

**Please submit all applications by 28th April at 9am**

**Successful shortlisted applicants will be notified by 5th May  
Interviews will be held on 10th May at Threshold Studios Office, 6a Kingsley Terrace, Northampton, NN2 7HG**

**We hope for the successful applicant to commence employment by the beginning of May**

### **About Threshold Studios**

Threshold Studios are UK-based media arts producers and educators. We are a social enterprise committed to talent and skills development in all that we do.

Threshold Studios has been producing new media art since 1998, with specialisms in moving image, digital and emerging technologies. We also produce and curate high-quality, no barriers festivals (see links for Frequency festival and Margate festival below) with a commitment to democratising arts engagement – enabling those who might not regularly attend gallery spaces to experience surprising and playful art that has meaningful relevance to their lives.

As educators we foster new talent and devise initiatives to offer routes into the arts



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and media industries, with a particular focus on those from diverse backgrounds and those who are currently under-represented in these industries.

As a consultancy we play a strategic role in the development of the arts and creative industries, mentoring individual artists and creative organisations through periods of change or development. We also work with Universities, businesses, and local authorities to design creative projects that engage both existing communities and new audiences.

Threshold are currently an Arts Council England National Portfolio organisation.

[www.thresholdstudios.tv](http://www.thresholdstudios.tv)

[www.frequency.org.uk](http://www.frequency.org.uk)

[www.margatefestival.org](http://www.margatefestival.org)

## Advertisement and Job Description

**Title:** Threshold Studios Production Co-Ordinator

**Responsible to:** Programmes Director

**Hours:** 39 hours per week

**Salary:** £18,000- £20,000 pro rata dependent on experience

**Base:** Northampton with scope to travel to other locations such as Nottingham, Lincoln and Margate.

We're looking for an enthusiastic, dedicated and dynamic Production Co-ordinator to lead delivery across our diverse range of events and projects.

You will liaise with the staff team as well as external partners and freelancers to ensure that projects and events are delivered to a high standard as well as advocating for the organisation to extend our organisation's values and core principles.

The role would commence from May 2017 with a 4-month probationary period

The role includes but is not limited to:

- Assist with delivery of portfolio of arts festivals
- Support Head of Production with day-to-day delivery and running of the organisation
- Co-ordination and delivery of events, exhibitions and workshops
- Managing diaries and team schedules
- Supporting bid writing and reporting
- Oversee production archives and digital assets
- Point of contact for organisation
- Manage hospitality and travel for artists and events
- Co-ordinate and support on install of exhibitions
- Maintaining and updating company policy and procedures
- Research and development to support new schemes of work and initiatives
- General admin responsibilities – including contracting, financial reporting and office management



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- Support in recruitment and delivery of creative graduate accelerator and development scheme
- Delivery and support across all programmes of work
- Event co-ordination
- Creation of production schedules and overseeing successful delivery and completion.

### **Person Specification:**

The ideal candidate for this role will be a good problem solver with excellent organisational abilities and strong interpersonal and communication skills.

You will need to demonstrate:

- Attention to detail, always setting high standards for yourself
- The ability to work under pressure, in a fast-paced environment
- A friendly approach, able to work with a range of different people
- The ability to work as part of a team as well as independently
- The ability to multi task across a number of different projects

### **Essential Skills and Experience:**

- Experience in an organisational capacity within an arts/creative setting
- Experience of working and communicating with a wide range of people
- Excellent standard of writing with strong attention to detail
- Commitment to social change and opening access across the arts
- Experience in managing budgets and financial reporting in line with project delivery.
- Experience of working with and communicating with external partners.
- Minimum 3 years experience working within arts or digital settings.
- Experience of working in exhibition or audience facing settings.

### **Desirable Skills and Experience:**

- Experience of working within festival environments
- Experience with Arts Council National Portfolio Organisations
- Working knowledge of design and editing software, online platforms and social media
- Experience with fundraising and bid writing.



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## **Cultural Equity Policy and Statement: Cultural Equity at the Core**

### **1. Introduction**

Threshold Studios is dedicated to the development of culturally diverse media and creative industries. The team is active in widening access to participation in film, video, and multimedia activity for people of disadvantaged and/or under-represented origins. Its Directors are advocates at regional and national level for the development of regional media production and access to the production and distribution process.

### **2. Ethos**

Threshold Studios' primary focus is the use of creative media for social change. Media and creative technologies are inherently embedded into our lives. People can shape the future through the power held in these abundant technologies. For Threshold Studios these technologies bring opportunity to enable people to be involved in social and personal expression and development, professional communication, and learning. There is power in your fingertips. Our programmes empower individuals through mentored creativity, training, and opportunities to take part in and engage in media practices which are underpinned by an ongoing commitment to continued support. We develop our programmes through a blend of strategic influence, multi-agency project design and investment and we deliver through an experienced network of media practitioners who adopt Threshold's practices and approach.

### **3. Cultural Equity Statement**

The principles of Cultural Equity are at the core of our organisation: the encouragement and collaboration between people of diverse ethnic and cultural backgrounds. These principles are the foundations of our relationships with participating individuals, communities, practitioners, partners and stakeholders.

#### ***Threshold is committed to ensuring that:***

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- All members of the workforce recognise that Cultural Equity in the workplace is good management practice and makes sound business sense.
- The organisation regularly reviews its employment practices and procedures, and, if necessary, modifies them to ensure fairness.



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