



Image credit: Polaris by Seb Lee-Delisle at Frequency Festival 2023. Photo by Electric Egg.

# Threshold Studios Assistant Producer: Job Application Pack

**Job Title:** Assistant Producer  
**Reports to:** CEO/Creative Director  
**Location:** Hybrid: Remote and Lincoln  
**Date:** April 2024  
**Salary:** £25,000-28,000 dependent on experience

## About You

With a background in arts events management/co-ordination, you enjoy working within a creative team to organise, stage and promote live cultural events. You have a commitment to creating the best possible experience for audiences and stakeholders and have strong project and time management skills – drawing upon your organised, methodical yet flexible approach to tasks.

## Purpose of the position

To support the Threshold team in delivering its broad range of external projects and internal operations. To ensure the smooth running of projects in support of our vision, mission and ethos and to be our ambassador when working with external stakeholders and partners.

## Key Responsibilities & Accountabilities

Programme Coordination	Event Management	Team & Project Administration	Social Media Management
<p>Assist in planning and coordinating cultural programs, events, and initiatives ensuring they align with Threshold's objectives and standards.</p> <p>Collaborate with the team to develop programme.</p> <p>Coordinate logistics for programme-related activities, including scheduling.</p> <p>Support in budget management related to programs and events.</p> <p>Liaise with artists, freelancers, and stakeholders to ensure seamless execution of programme.</p>	<p>Assist in setup and logistics for events.</p> <p>Co-ordinate and oversee technical requirements and staffing.</p> <p>Contribute to post-event evaluations and reports to improve future events.</p> <p>Be the point of contact for the organisation for all enquiries relating to event management.</p>	<p>Provide administrative support to the Threshold team, including scheduling meetings, diary management, and maintaining documentation and expenses.</p> <p>Assist in project planning, tracking timelines, reporting and deliverables.</p> <p>Collaborate with team members to ensure effective communication and coordination.</p> <p>Help manage databases, contacts, and archives related to projects and programs.</p> <p>Support in the preparation of presentations, funding applications, reports, and materials for internal and external stakeholders.</p>	<p>Assist in implementing social media strategies to promote agency programs and events.</p> <p>Create engaging content for various social media platforms, including posts, stories, and updates.</p> <p>Engage with the audience, respond to inquiries, and foster community engagement.</p>

## Key Result Areas

Programme Coordination	Event Management	Team & Project Administration	Social Media Management	Professional Development & Contribution
Successful execution of cultural programs	Seamless organization and	Timely and accurate administrative	Development and implementation of	Continuous learning and staying updated

<p>and events within specified timelines and budgets.</p> <p>Implementation of strategies to enhance the quality and impact of cultural programs.</p>	<p>execution of events, ensuring adherence to established standards and objectives.</p> <p>Positive feedback and attendee satisfaction through well-organized and engaging events.</p>	<p>support provided to the production team, including meeting scheduling, documentation, and project tracking.</p> <p>Effective communication and collaboration among team members to ensure smooth project operations.</p> <p>Maintenance of organized databases, contacts, and project-related records.</p>	<p>social media strategies that align with agency goals and enhance brand visibility.</p> <p>Creation of engaging and relevant content for social media platforms to increase audience engagement and reach.</p>	<p>with industry trends, best practices, and innovations in cultural and creative industries.</p> <p>Proactive contribution of ideas and suggestions to improve processes, enhance program quality, and drive agency objectives.</p> <p>Demonstrating adaptability and flexibility to contribute effectively to diverse projects and initiatives.</p>
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These Key Result Areas serve as benchmarks for evaluating your performance and success. By achieving these KRAs, you will significantly to Threshold's overall success and help maintain our reputation for delivering high-quality programs, events, and projects.

## Person Specification

Attributes	Essential Criteria <i>(required to do the job)</i>	Desirable Criteria
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience in event coordination, programme management, or related roles within the creative or cultural industries.</li> <li>• Demonstrable knowledge of organising and executing cultural programs and events.</li> <li>• Understanding of social media platforms and experience in social media management for promotional purposes.</li> <li>• Experience in event coordination, program management, or related roles within the creative or cultural industries.</li> <li>• Demonstrable knowledge of organising</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience in coordinating diverse cultural projects or exhibitions.</li> <li>• Familiarity with budget management and financial tracking within event planning.</li> <li>• Experience with engaging multiple stakeholders and communities.</li> </ul>

	<p>and executing cultural programs and events.</p> <ul style="list-style-type: none"> <li>• Understanding of social media platforms and experience in social media management for promotional purposes</li> <li>• Experience in successful stakeholder engagement and co-ordination.</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and time-management skills with the ability to prioritise tasks effectively.</li> <li>• Strong communication and interpersonal abilities for effective collaboration within teams and with external stakeholders.</li> <li>• Proficiency in using various software applications for administrative tasks and social media management such as Trello, google suite, Dropbox, Microsoft office.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated teamwork skills and the ability to work efficiently in a fast-paced environment.</li> <li>• Proficiency in graphic design or content creation tools for social media content</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related field such as Event Management, Arts Administration, Marketing, Communications, or equivalent practical experience.</li> </ul>	Additional certifications or courses related to event planning, project management or engagement
<b>Personal Qualities / Aptitudes</b>	<ul style="list-style-type: none"> <li>• Initiative and proactive approach to problem-solving and contributing innovative ideas.</li> <li>• Flexibility and adaptability to changing priorities and a dynamic work environment.</li> <li>• Commitment and reliability in meeting deadlines and delivering high-quality work.</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for cultural diversity and creativity.</li> <li>• Ability to maintain a positive attitude and foster a collaborative work culture.</li> </ul>

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## How to Apply

Please supply a CV and cover letter outlining your approach to the role and relevant experience (maximum 2 sides A4).

Please email your CV and cover letter with 'Assistant Producer' in the subject line to [emilyl@thresholdstudios.tv](mailto:emilyl@thresholdstudios.tv)

**Closing Date for application: 14<sup>th</sup> March**

**Candidates notified by: 18<sup>th</sup> March**

**Interviews to be held 22<sup>nd</sup> March (Interviews to be held in Lincoln but zoom is available on request)**

The successful candidate should be able to commence employment on 4<sup>th</sup> April 2024

## Background Information

Threshold Studios is a nationally leading creative and cultural agency that fuses art, talent and technology to deliver transformative public experiences that positively change perceptions and places for good. An Arts Council England National Portfolio Organisation, we nurture creativity, seek out new diverse talent and deliver transformative experiences so that people and places can thrive.

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

## What we do

Our work is anchored around **People, Projects and Place**.

### People

Through commissioning, skills development programmes and developing sector-led research and debate, we create opportunities for emerging and established talent to develop and thrive. We have a human led approach in everything we do.

### Projects

We design and produce art and technology projects focused on public and shared space for social good and social change. Frequency Festival is our flagship project, running for over 12 years in the city of Lincoln. We are the *go-to* cultural organisation for digital placemaking expertise, consultancy and partnerships.

### Place

We solve problems and create social change using art and technology. Whether it's a struggling high street, a forgotten corner of town, community isolation or marginalisation, our projects inspire innovation, social purpose, cultural change and regeneration. Our creative digital placemaking activity generates positive social and economic impacts, inspiring innovation, social purpose, cultural change and regeneration through shared equitable experiences.

## Our Values

### Democracy

We believe that everyone has the right to access ideas, space and a platform to debate. Digital is about everyone. In a connected world we are all equal.

### Excellence

We produce a high-quality Festival program that brings new, exciting and thought-provoking experiences to audiences, artists and place.

### Inspiring

We bring together digital thought leaders and the creative industries to help shape UK digital culture and inspire change.

### Opportunity

We showcase and nurture emerging and established creative talent from the UK and across the globe to bring forward the next generation of talent.

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## 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 for 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.

### Links:

Frequency: <http://www.frequency.org.uk/>

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

Threshold Studios Annual Impact: <https://youtu.be/gzLo9usRB4o>

Past Frequency Festivals: [https://www.youtube.com/channel/UCVjVAV\\_x2F9JgNXUGtvc3wA](https://www.youtube.com/channel/UCVjVAV_x2F9JgNXUGtvc3wA)



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