# Position: SMOOSH! Engagement Producer  (freelance)

Reports to: Producer

Works with: Executive Producer, Associate Music Director, Company Coordinator; Artistic Director, Production Manager; Head of Communications; Orchestra Manager and Project staff.

Terms: 12 days between July - September 2021

9 days to be worked flexibility (this equates to roughly 1 day per week)

3 Onsite production days which the Engagement Producer must be available for: Wednesday 15th, Thursday 16th and Friday 17th September 2021.

Total fee £2,400 for the period (based on a day rate of £200)

Ideal start date, w/c 19th July 2021

Location: The role will be a combination of home based and onsite working at community group rehearsals and onsite production days in Bristol, which will all be undertaken within current Covid guidelines for safe working.

## About Paraorchestra

We are changing the face of the 21st Century orchestra through our work as a large-scale producer of inclusive, ambitious contemporary music events. Since our charity launched in 2015, Paraorchestra has been on a steep and successful path of growth. We work with ensembles of professional disabled and non-disabled musicians, playing acoustic, digital, and analogue instruments, creating unique and pioneering music experiences. Innovative audience-centred artistic work, such as *The Nature of Why* (a co-production with MAYK for Mayfest 2018) and *The Anatomy of the Orchestra* has re-purposed the concept of what an orchestra can be, provoking emotive and enthralled responses. In 2019, we delivered almost 30 performances and reached over 28,0000 people.

## About SMOOSH!

SMOOSH! - Sonic Street Food from Paraorchestra - is a joyful, travelling outdoor performance taking place in the suburbs of Bristol in September 2021. A core of 20 musicians from the Paraorchestra ensemble will be joined by up to 50 community wind and brass players and an army of professional and community adult and child dancers to perform a tracklist of songs by artists such as Kate Bush, Basement Jaxx, and Fat Boy Slim. SMOOSH! is a street party bringing people together for a safe, accessible, and celebratory communal experience. SMOOSH! is being presented in partnership with Bristol Beacon and Filwood Community Centre.

## Role purpose

As part of SMOOSH! Paraorchestra will be working with a number of different music and dance groups. The SMOOSH! Engagement Producer will lead on the community group liaison; planning and delivery of community rehearsals and managing logistics for the community groups to attend onsite production days for SMOOSH! The SMOOSH! Engagement Producer will work closely with the Producer, Executive Producer, Associate Music Director, and our partners.

## Key Responsibilities

* Efficient and timely project planning and delegation of tasks, to ensure activity is delivered effectively from start to finish
* Leading on the planning and coordination of community group rehearsals in liaison with community group leaders and SMOOSH! creative and production team.
* To support SMOOSH! production partners to understand and make appropriate positive provisions for the holistic range of requirements that disabled community musicians and dancers may require.
* Effective budget management, monitoring and reconciliation of the participation budget for SMOOSH!
* To ensure that Paraorcehstra maintains positive relationships with venues, community partners, co-producing partners and promoters
* To support marketing and PR staff to best deliver a successful promotional campaign, including updating the Paraorchestra website and social media as required
* To support chosen methods of evaluation for each project, as agreed in the annual business plan or in response to key objectives set in any funding agreements
* To be an advocate for the organisation’s role as an ‘agent for change’ in the cultural sector
* This job description cannot be all encompassing, and there will be times where other duties and responsibilities commensurate to the role will be required.

## Person specification

### **Essential:**

* Experience of managing community group involvement in large-scale arts projects or productions
* Successful experience of project management and keeping team members updated and on-track with project requirements
* An ability to build trust and confidence quickly in order to successfully negotiate with multiple community groups and project partners at any one time
* Budget management experience relating to large-scale artistic work
* An understanding of the range of specific requirements that would support community participants, including those with disabilities, to fully participate and engage with a project.
* Experience of working on outdoor or site-specific projects.
* An understanding of health and safety risk management when implementing large-scale projects
* An understanding of the requirements that marketing and PR staff would need to best promote a Paraorchestra event

### **Desirable:**

* Knowledge of the Filwood/Knowle West area of Bristol and the community there.
* A current Enhanced DBS
* During the production phase, some projects may involve occasional anti-social working hours.