



Trinity Community Arts Ltd  
The Trinity Centre, Trinity Road,  
Bristol, BS2 0NW  
0117 935 1200  
[info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk)  
[www.trinitybristol.org.uk](http://www.trinitybristol.org.uk)

## **Freelance Temporary Job Pack for Assistant Producer – Destination: Old Market**

**Position:** Assistant Producer (Freelance)

**Location:** Old Market

**Contract Type:** Freelance

**Duration:** 1 month contract

**Reports To:** Creative Producer

**Fee:** Up to 10 days paid at £130 p/d

### **Event Schedule:**

Preproduction – 16<sup>th</sup> September to Friday 11<sup>th</sup> October

Music Pop up performances - Saturday 12<sup>th</sup> October and Saturday 2<sup>nd</sup> November

Theatrical tour - Sunday 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup> and 3<sup>rd</sup> Nov

### **Role Overview:**

Trinity Community Arts are looking for a skilled and adaptable Freelance Assistant Producer for a unique site-specific artistic project taking place in Old Market as part of the City Centre Culture and Events programme taking place in Bristol over the coming months. The role involves overseeing the logistics, and delivery of live performances in public spaces and businesses over October and November. You'll collaborate with our creative team to manage technical setups, coordinate schedules, regular comms with businesses to ensure smooth operations during performances in unconventional locations.



Trinity Community Arts Ltd  
The Trinity Centre, Trinity Road,  
Bristol, BS2 0NW  
0117 935 1200  
[info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk)  
[www.trinitybristol.org.uk](http://www.trinitybristol.org.uk)

### **Key Responsibilities:**

- Coordinate event logistics, including set-up, breakdown, and equipment management for street performances.
- Conduct site visits and liaise with local businesses in the lead up to the events
- Ensure all health and safety regulations are met
- Lead and manage the performance crew and technical teams during on-site events.
- Troubleshoot technical or logistical issues that arise during live performances.

### **Requirements:**

- 3 years of experience in event/stage management, preferably in outdoor or site-specific productions.
- Strong organisational and problem-solving skills.
- Knowledge of health & safety protocols for public events.
- Willingness to work irregular hours and travel as required.

### **To Apply:**

Please fill out this application form here - <https://forms.office.com/e/qzraavBC5n>

### **Closing Date**

The application deadline is Wednesday 11th September 2024 6pm with interviews: on Thursday 12th September, reflecting the fast paced nature of the project. If you encounter any accessibility challenges that hinder your ability to submit an application, within the stipulated timeframe, please contact us at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk). We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.



Trinity Community Arts Ltd  
The Trinity Centre, Trinity Road,  
Bristol, BS2 0NW  
0117 935 1200  
[info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk)  
[www.trinitybristol.org.uk](http://www.trinitybristol.org.uk)

## **Trinity Recruitment Policy**

### **Equal Opportunities**

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class,

A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

### **Safeguarding**

A Basic or Enhanced DBS (formerly CRB) check may be required for some posts, in line with our Safeguarding Policy.

### **Ex-Offenders**

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.