

# ICON



# GHOST SHIPS

**Assistant Producer  
Job Pack**

## Introduction

Thank you for your interest in the post of Assistant Producer at Icon. This pack includes:

- information about Ghost Ships and Icon Theatre
- a job description
- a person specification
- information about how to apply

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know by contacting [hello@icontheatre.org.uk](mailto:hello@icontheatre.org.uk).

If you would like to have a chat about this role in more detail, please email Senior Producer, Jemma Robinson: [Jemma@icontheatre.org.uk](mailto:Jemma@icontheatre.org.uk)

Thank you for reading this pack and, if you decide to apply, we look forward to receiving your application by **Tuesday 28 May (midnight)**.



“A sharp, impeccably performed piece of theatre ...simply terrific.”  
**The Times**



Photography throughout: Roswitha Chesher, Simon Kelsey, Manuel Vason.



## About Ghost Ships

'Ghost Ships' is major new community dance-theatre production being staged in collaboration with Olivier award-winning **ZooNation: The Kate Prince Company** and **Amina Khayyam Dance Company**.

Directed by Icon's Artistic Director, Nancy Hirst and performed in the fortieth anniversary year of Chatham Dockyard's closure, 'Ghost Ships' explores the waters that connect past with present, borders with belonging, and people with place, looking at the impact of the Dockyard from its involvement in slavery and abolition to the loss and legacy of its 1984 closure and beyond.

Inspired by newly uncovered research from people working at the Dockyard in its final days, 'Ghost Ships' has been made with the communities of Chatham and features an ensemble of over 150 young people, residents and professional dancers performing together live on stage.

Typical of Icon's theatre productions, 'Ghost Ships' will be staged in an immersive format and will see us build a 500-seat auditorium in a monumental former boathouse.

## About Icon

Icon is an award-winning Kent-based theatre and participatory arts charity. We push the boundaries of where theatre happens, who it is for and how it can help people and places to grow.

Communities and young people collaborating with professional artists in active and equal partnership is at the heart of everything we do, be that making large-scale, outdoor and promenade theatre productions, running our award-winning young people's programme, or our ongoing participatory theatre programmes in schools, drop-in centres and criminal justice settings. Icon supports artist development across the theatre sector with a generation of professional artists who are highly skilled in working with local communities.

Each year, we are co-commissioned with other locally based arts companies to create a much-loved interactive Christmas show for early years children that is performed at The Brook Theatre in Chatham.

In 2022, we celebrated our twentieth anniversary and were selected to join Arts Council England's National Portfolio alongside some of the country's leading arts organisations.



"Icon has achieved something remarkable...this is a theatrical treat"

**The Stage**

# ICON



Photography throughout: Roswitha Chesher, Simon Kelsey, Manuel Vason.

## What sort of people work with Icon?

We are looking for a person who shares our mission, vision and values. As part of our team, you will be conscientious, proactive and reliable in your approach to work and have a willingness to adapt to changes and conflicting demands.

### Mission

Icon's charitable mission is:

1. To transform disadvantaged lives through theatre and participatory arts.
2. To strengthen communities through engagement in creative programmes.

### Vision

Our vision is of a society where socially excluded communities and young people are empowered by world-class theatre. We believe in democratising the arts, ensuring that everyone has access to the transformative power of creativity.

### Values

- **Quality:** we do the highest quality work possible. We set our own quality frameworks for processes, projects and productions and deliver to the highest standards.
- **Respect:** we value the dignity and worth of all individuals. We treat everyone with respect and make certain that everyone working with us can make a valued contribution.
- **Pride in the Icon Process:** Icon co-creates its projects and productions, placing the voices of participants at the heart of our design and delivery. We are confident about this process. We recognise that other artists and theatre-makers do not always work in this way or have experience in doing so.
- **Genuine Collaboration:** we are only as strong as our partners - we embrace working with others positively.
- **Integrity:** we are honest and truthful in our work. We act in accordance with the applicable law and avoid placing ourselves under any obligation to people or organisations that might try to influence us in our work. We declare any interests and manage conflicts appropriately.
- **Equality:** we recognise the entitlement of all individuals to be treated equitably and to work in an environment free from harassment, physical and verbal abuse, threats, or intimidation.
- **Sustainability:** we are always aware of our impact on the environment and work to minimise this.





Photography throughout: Roswitha Chesher, Simon Kelsey, Manuel Vason.

## Job Description

**Job Title:** Assistant Producer

**Reports to:** Senior Producer

### Purpose of job

The Assistant Producer will play a vital role in supporting all aspects of a busy theatre production and office in the three months leading up to a major production.

They will work closely with the Senior Producer and Icon's Executive Director to enable the successful staging of 'Ghost Ships'.

The Assistant Producer will be a committed and flexible professional with a strong practical understanding of theatre production/administration. They will be able to hit the ground running and work well independently as well as collaboratively with a wide range of people including our artists, the production team, communities, young people and Icon's Executive and Artistic Director.

This role would suit an early to mid-career producer or arts administrator.

**Please note:** some evening and weekend work is an essential part of this role.

### Responsibilities

#### Producing

- Engaging, liaising and organising involvement of young people and community groups.
- Arrange and coordinate aspects of show logistics for the pre-production and performance period with our cast (community and professional performers) and creatives as required including accommodation, travel and scheduling needs.
- Assist with the planning and smooth running of rehearsals and production schedules, being available to support creatives and cast where required and acting as PIC (person in charge).
- Administration of the production budget e.g. coding invoices.
- Support site, event and logistics preparations as required.
- Supporting recruitment of production personnel as needed.
- Working closely with the Production's Stage Management team and acting as runner for the production during pre-production and production week.
- Support the Senior Producer to communicate and liaise with project partners, ZooNation: The Kate Prince Company, Amina Khayyam Dance Company and The Historic Dockyard Chatham.
- Any other tasks as required for the smooth and successful delivery of the production.

#### Marketing, Press, Communications and Evaluation

Photography throughout: Roswitha Chesher, Simon Kelsey, Manuel Vason.



- Support the organisation and production of a 'behind-the-scenes' documentary in collaboration with the Executive Director.
- Co-ordinate the 'Ghost Ships' digital programme, including editing, proofreading and liaising with the designer.
- Organise the press and guest night in collaboration with the Senior Producer.
- Support the organisation of key marketing and press moments such as media photo-calls.
- Organise and deliver marketing events, such as the stall at Medway Pride in collaboration with the Icon team.
- Act as the marketing conduit between Icon and the show's participants, ensuring they can 'spread the word'.
- Coordinate and partake (as needed) in print distribution.
- Capture on-the-ground rehearsal content for social media as required.
- Assist the Senior Producer with the monitoring and evaluation procedures in place, collecting necessary data from all participants, as and when required.

## Other Administration

- Support the Executive Director with office administration during this busy period, leading on key tasks including Broadband switchover.



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## Conditions of Work

**Contract** 1 July – 29 September 2024 (13 weeks approx.)

**Pay** £600 per week (Plus, £750 towards travel for the contract, if needed and on production of receipts).

**Probationary Period** 2 weeks

**Hours** 40 hours per week, worked across 5 days (including a one-hour daily unpaid break). Icon office hours are 10am to 6pm.

This role will work some weekends and evenings in the lead up to the show to cover rehearsal work (approximately 11 sessions during the period). Evening work is essential in production week.

**Place of work (administrative)** The Historic Dockyard Chatham, Admiral's Offices, Main Gate Road, Chatham ME4 4TZ

It is expected that this role will work in line with Icon's current policy of working at the Icon's office in Chatham on Tuesdays and Thursdays, with the choice to work from home on the other days.

Additionally, this role will be required to attend rehearsals/promotions in Chatham at weekends and on adhoc days. In the pre-production period, we estimate this will 2 to 3 days per week including the 2 days working in Icon's office. In production week, Chatham-based working is required each day.

**Note: Icon's office is 45-minutes by car or train from Central London.**

## Person Specification

- Proven experience of previous administrative experience in a theatre or arts environment.
- Ability to work with a diverse range of people at all levels using tact, diplomacy and patience, being confident and approachable when dealing with different types of people.
- Ability to work to deadline, with strong time management skills, and ability to work calmly under pressure and problem-solve.
- Proven ability to write and speak confidently and present with confidence to build and maintain relationships with professional peers and external producers.
- Proven ability to organise projects and people, giving the attention required, a methodical approach and high levels of accuracy and attention to detail, within a set timeframe or by a deadline.
- Ability to use Microsoft Office: Outlook, Word, Excel, PowerPoint and CRM/Database systems.
- A demonstrable interest in the theatre and participatory arts.
- It would be beneficial but not essential if you have some budget management and / or invoice processing experience or understanding.
- It would be beneficial but not essential if you have some experience or understanding of arts marketing and social media.
- It would be beneficial if you can drive and have access to a car.

## How to Apply

To apply, please read through the information and guidance notes provided in this pack.

1. Send your CV with a covering letter outlining your suitability for the role and telling us how your skills and experience makes you an exceptional candidate. In your application, please make sure you show us how you would bring the skills, knowledge and experience outlined in the person specification to this role.
2. Complete this equal opportunities monitoring form:  
<https://uk.culturecounts.cc/s/5vwyos>

Please email your application to Jemma Robinson: [hello@icontheatre.org.uk](mailto:hello@icontheatre.org.uk)

- **Closing date for applications:** Tuesday 28 May 2024, midnight
- **Notification of interview:** Friday 30 May 2024
- **Interviews:** Wednesday 12 June 2024
- **Contract begins:** 1 July 2024 (with some flexibility)



Given the nature of this short-term freelance role, we reserve the right to close this vacancy sooner than the advertised closing date, should a suitable candidate be found. Early application is advisable.

## Theatre by, for and with everyone

Icon is an inclusive organisation and an equal opportunities employer. We believe diverse teams enrich the theatre we make, embolden our creativity and strengthen our communities.

At Icon, all employees, artists and freelancers are valued, respected and provided with an inclusive environment where their contributions and individuality are recognised and celebrated.

Our aim is to create a diverse and inclusive working environment which reflects the diversity of Medway's communities, both on and off the stage. We are also committed to using theatre to address inequality by telling diverse stories and by supporting a new generation of diverse theatre-makers.

Icon is dedicated to making diversity, equity and inclusion part of everything we do – from how we make theatre to how we recruit. We recognise we have more work to do in this area and have committed to accelerating the pace in which we make change from 2023 to 2026.



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