



**KICKSTART
SCHEME**

**Digital Marketing Assistant
Production Assistant**

**MIDDLE
CHILD**

All We Ever Wanted Was Everything
(Edinburgh, 2017)

About Us

We are a Hull-based company creating gig theatre that brings people together for a good night out with big ideas. We tell untold stories which capture the electrifying moment when the beat drops, mixing original live music with bold new writing. Our events are live and loud, making sense of the modern world.

We are committed to breaking down barriers and ensuring that theatre is affordable and accessible for all. We will set fire to your expectations of what a night at the theatre can be.

Our artist development programme, **Reverb**, ensures that artists in Hull are given top-class development opportunities across disciplines, without having to leave the city.

We are an Arts Council England national portfolio organisation and an associate company of Paines Plough, supported by Absolutely Cultured.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Our Work

Our Vision

A world where anybody can create and engage in world-class theatre, regardless of their background or where they have come from.

Our Mission

To energise a new generation of artists and audiences in Hull and beyond.

To provide a step-change in our industry in the stories we tell, the way we do things and the people we work with.

Our Strategy

For audiences: We will create theatre that brings people together for a good night out with big ideas.

For artists: We will invest our time, money and resources in the artists and theatre-makers living and working in Hull.

Our Values

- We are a Hull company and that is vital to our work, our stories and our entire ethos;
- We put Hull artists at the heart of our creative process, our growth and our successes;
- We prioritise the wellbeing of the people we work with and challenge damaging behaviours and habits within the industry;
- We endeavour for our work to be affordable and accessible to all;
- We lead with authenticity, transparency and openness at every level of the organisation;
- We are committed to creating greater equity in who makes and enjoys theatre;
- We are determined to increase the diversity of artists and audiences in Hull and beyond.

The Middle Child Style

- We blur the lines between gigs, stand-up, theatre and a night out, with a focus on breaking down barriers;
- We tell stories that are new, Northern and reflect the diversity of the United Kingdom;
- Our work prioritises liveness, remaining responsive and reactive to each audience;
- We believe theatre works best as a social event with a reason to come early or stay late.



Recover, Restart and Reimagine
(Hull, 2021)

Digital Marketing Assistant (Kickstart)

Details

Supervised by: Audience Development Manager

Salary: National Living Wage

Location: 42-43 High St, Hull, HU1 1PS

Contract Type: Fixed Term, Kickstart

Hours of Work: 25 hours per week worked over five days between 09:00 to 17:00 (Mon–Fri), flexible hours/days available. Due to the nature of our business some evening work e.g. attending shows and events, may be required, for which time off in lieu will be given.

About the Role

We are looking for a Digital Marketing Assistant to support the day-to-day functions of a busy theatre company.

For this role, we are prioritising potential over experience: we want someone who is eager to learn about digital marketing from the ground up. If you've worked in a theatre or an office before, that's great, but what's more important is that you can show us that you are organised, highly motivated and passionate about theatre.

We expect this role to be a learning curve for the successful candidate – but they must be ready to meet that challenge. After a difficult year for the theatre industry, we are heading into a very exciting time, and we need a Digital Marketing Assistant with ambition, initiative, and an eye for detail.

Responsibilities

- Support the Audience Development Manager to promote the work of Middle Child to different audiences through the company's online channels, including social media, website and email;
- Produce and schedule social media posts across Instagram, YouTube, Facebook and Twitter, responding to enquiries and comments as needed;
- Support on producing or commissioning digital content, including photography, video, blog posts and podcasts;
- Support on producing or commissioning social media adverts;
- Liaise with suppliers including photographers, designers and videographers;
- Review the website regularly to ensure content is up to date;
- Support further marketing and communications activity where required, including print marketing and PR;
- Undertake any other responsibilities, tasks or activities as reasonably required by Middle Child.

Person Specification

- Experience of using social media platforms including Instagram, YouTube, Facebook and Twitter;
- Able to quickly learn how to use tools such as social media scheduling, website platforms and email send systems;

- Able to write succinctly for online and social media audiences;
- IT literate, able to use Microsoft packages such as Outlook, Word, Excel and Power Point;
- Able to understand social media and website analytics and apply a clear and logical approach to understanding and presenting information to others;
- Able to work independently and as part of a team;
- Strong ability to build working relationships with colleagues and external partners;
- Strong organisational skills;
- Able to manage time effectively and cope with a varied workload while maintaining good humour, diplomacy and confidentiality;
- Excellent attention to detail and accuracy with a focus on quality and thoroughness;
- Interested in contributing as part of a creative team, with an appetite for play and experimentation;
- Interested in the arts, cultural and creative industries;
- A passion for communication and engaging different audiences;
- Able to work outside of typical working hours where needed, such as to support live events.

Benefits

- All training required will be provided and you will receive a professional development budget
- You will be provided with a work laptop
- You will receive a ticket fund to spend on theatre shows
- Travel and accommodation will be provided if applicable
- All flexible working requests will be considered

Production Assistant (Kickstart)

Details

Supervised by: Production and General Manager

Salary: National Living Wage

Location: 42-43 High St, Hull, HU1 1PS

Contract Type: Fixed Term, Kickstart

Hours of Work: 25 hours per week worked over five days between 09:00 to 17:00 (Mon–Fri), flexible hours/days available. Due to the nature of our business some evening work e.g. attending shows and events, may be required, for which time off in lieu will be given.

About the Role

We are looking for a Production Assistant to support the day-to-day functions of a busy theatre company.

For this role, we are prioritising potential over experience: we want someone who is eager to learn about theatre production from the ground up. If you've worked in a theatre or an office before, that's great, but what's more important is that you can show us that you are organised, highly motivated and passionate about theatre.

We expect this role to be a learning curve for the successful candidate – but they must be ready to meet that challenge. After a difficult year for the theatre industry, we are heading into a very exciting time, and we need a Production Assistant with ambition, initiative, and an eye for detail.

Responsibilities

Productions

- Assist the Production Manager on all Middle Child productions, including meeting legal requirements and industry best practice for CDM, risk assessments and method statements, technical riders, technical specs, equipment lists, insurance, liaising with co-producers and venues as required*;
- Assist with general management and co-ordinate all Middle Child productions, working to appropriate union agreements, including all travel, accommodation, subsistence, all production payments, and welfare*;
- Assist with identifying availability checking and managing all creative team members;
- With the Production Manager, identify, availability check and manage all freelance production staff;
- Assist with identifying, securing, contracting, preparing, and managing rehearsal spaces;
- Assist with identifying, securing, and paying all PRS music licencing requirements;
- Assist with managing and monitoring production evaluation processes, including equality monitoring and production de-briefs.

Artist Development

- Attend/assist with leading workshops where necessary;
- Assist with seeking and developing opportunities to nurture the next generation of theatre makers and producers.

General Tasks

- Assist the Production Manager and General Manager to manage the upkeep of Bond 31;
- Act as a passionate and effective advocate for Middle Child and represent the company at key meetings, groups, networks, press nights, opening nights and other company gatherings where required;
- Contribute to the creative direction of Middle Child, as proposed by the Artistic Director and Executive Director;
- Act in the best interests of Middle Child always;
- Able to work outside of typical working hours where needed, such as to support live events;
- Any other relevant duties as required.

Person Specification

- The applicant must be based in Hull;
- Have enthusiasm for the theatre industry;
- Be organised, approachable and keen to collaborate;
- Can work well under pressure and juggle multiple tasks and projects at once, prioritising accordingly;

- Can follow instruction from management;
- Have strong IT skills;
- Be punctual and reliable, with an understanding of the importance of confidentiality in the workplace;
- Can communicate with people at all levels, both internally and externally.

Benefits

- All training required will be provided and you will receive a professional development budget
- You will be provided with a work laptop
- You will receive a ticket fund to spend on theatre shows
- Travel and accommodation will be provided if applicable
- All flexible working requests will be considered



we used to be closer than this
(Hull, 2021)

**MIDDLE
CHILD**

How to Apply

To be eligible to apply you must be:

- on Universal Credit
- aged 16-24

To apply for either role, please email office@middlechildtheatre.co.uk with the subject line “[Job Title] - Application”.

Please attach a CV and *one* of the following, to explain why you would be most suitable for the role:

- covering letter, no longer than one side of A4
- video, no longer than five minutes
- voice note, no longer than five minutes

The deadline for applications is 12:00 on **Monday 7 March**.

Interviews will take place in the week commencing Monday 14 March and the successful applicants will start no later than Thursday 31 March.

For more information about Middle Child please visit middlechildtheatre.co.uk

If you have any queries about either role, including access requirements, please contact executive director (maternity leave) Hattie Callery, by email: hattie@middlechildtheatre.co.uk.

We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.

Middle Child are a charter partner of Parents in Performing Arts (PIPA) and regularly employ people with caring responsibilities, therefore flexible working requests will be considered.



**MIDDLE
CHILD**

middlechildtheatre.co.uk



@middlechildhull