



Job Description: Deptford X Festival Assistant (Production)

Salary: £24,856 p/a pro rata (London Living Wage)

Duration: From 11 September until 5 October 2023

Contract: 21 days, fixed term

Hours: Basic hours of work: 9.30am–5.30pm

Weekend and evening work will be required during the festival and install days prior.

Days: Variable. Variable. The post holder is required to work all open festival days (22 September - 1 October inclusive, excluding Monday 25 Sep)

We are seeking a committed and passionate person to join us as a Festival Assistant (Production) making a significant contribution to the planning, organisation and delivery of Deptford X Festival 2022.

As Festival Assistant (Production) you will be a key member of the small team that delivers the annual Deptford X art festival, working alongside the Director, Deputy Director, Programme and Communications Manager, Festival Assistant (Volunteers Manager), as well as a team of volunteers.

This is a fast-paced role, suitable for someone who has experience of the logistical and hands on delivery of exhibitions and off site art projects and events, and some experience of office administration. You will ideally have a background and interest in visual art. You will be thorough in approach, have a friendly and cooperative manner, and be comfortable with multi-tasking and supporting your colleagues in the wider operations of the organisation as required. This is an exciting time to join our team and an opportunity to contribute to a new programme with innovation and experimentation at its core.

The Festival Assistant (Production) will be managed by the Programme and Communications Manager.

About Deptford X

Deptford X is a visual arts charity based in Deptford, South East London. We foster artistic talent and nurture community within the borough of Lewisham and beyond. We achieve this through a free annual festival in Deptford and ongoing activity supporting artists and our local communities throughout the year.

Founded in 1998, Deptford X is London's longest-running visual arts festival. Each year, we stage a free, ten-day festival, working with hundreds of artists to locate art at the centre of everyday life for all of the area's communities.

Deptford X:

- Is led by local artistic ambition, interests and practice.
- Brings art into informal contexts and public spaces for all to access.
- Seeks to make a positive contribution to our locality, communities, and to art, and to lead by example.
- Places equity, accessibility and care at the heart of the organisation.
- Holds space and advocates for difference, creativity, experimentation and learning within art.

As a small team, the emphasis is on a flexible, supportive and inclusive working environment that prioritises collaborative working and problem solving.

The Role

You will bring practical experience of the logistical and hands on delivery of exhibitions and off site art projects and events to the planning and delivery of this year's Deptford X festival planned for September of this year. With your practical skillset and experience of working with artists, you will be key in the realisation of Deptford X's core projects for this year's festival. Your organisational and problem solving skills will ensure that all projects are delivered on budget and in a timely sustainable manner.

As well as a high level of practical skills, you will remain calm under pressure and be a welcome addition to the small team, ensuring that the festival is both well run and pleasant for all involved.

This is an ideal opportunity to contribute to the delivery of this year's festival within a forward thinking organisation which will value your skills and input. It is a role which will offer you both autonomy and support, and expose you to a variety of different challenges.

Key Responsibilities

Work closely with the Deptford X Team, partners and artists to support research, development and delivery of the programme:

1. Be the key point of contact for all artists and guests for the booking of travel and accommodation, transportation of art work.
2. Liaise with artists about the production needs of the work and develop appropriate and time-sensitive plans for production, including accurate risk assessments for each project.
3. Liaise with venues regarding access.
4. Work closely with the **Programme and Comms Manager** and technicians to plan installations and deinstallations across all festival sites.
5. Source materials and services required to execute the installation and deinstallation of the festival.
6. Develop and deliver a plan to make the festival sites exhibition ready and work with volunteers to execute.
7. Work closely with the artists, **Programme and Comms Manager**, technicians and volunteers to manage the installation and deinstallation of art works.
8. Maintain all artwork sites during the festival
9. Work with the other festival assistant (**Volunteers Manager**) to install signage across the festival site in advance of the festival, and deinstall post-festival
10. Lead on the delivery of the public programmes - setting up any AV equipment, chairs, refreshments and liaising with artists on delivery.
11. **Support offsite workshops by providing hands-on assistance to artists.**
12. Work closely with the **festival team** and artists to manage the production and delivery of the Parade on the final day of the festival.
13. Provide the Deptford X team with support and assistance as required on planning and delivery of DX Curated, DX Supported and wider public programmes
14. Documenting the festival projects when on site as a matter of course.
15. Attend internal and external meetings and any site visits as required.
16. Office and administrative activities, including IT, filing, storage and archiving
17. Coordination and input of data collection and audience research activities (incl. visitor surveys, counts, evaluation forms)
18. Liaising with artists, partner venues, freelance contractors and other stakeholders
19. Basic financial administration
20. Festival front-of-house operations and invigilation of core projects when required
21. Timely & effective correspondence and administration for the programme, with artists, participants and delivery partners.
22. Dealing skillfully and positively with the daily challenges and pressures of a festival delivery situation
23. Working as a key member of the Deptford X team (alongside staff, volunteers and trustees)
24. Maintaining clear lines of communication at all times (internal and external)

24. Being an advocate for Deptford X wherever possible and always being able to give accurate updates to third parties.

Person specification

Essential:

- Excellent project management skills
- At least two years experience in the installation and deinstallation of art works
- Basic practical skills in painting, sanding and drilling
- Knowledge in the setting up of AV equipment
- Experience of writing risk assessments
- Experience of working on time sensitive projects
- Experience of working with artists
- Ability to work within a team
- Excellent interpersonal and problem-solving skills.
- Willingness to take on tasks outside of your job description in order to support colleagues
- Excellent verbal and written communication skills
- Excellent IT skills – Competent in Microsoft Excel, GoogleDrive/Google Forms, Mailchimp, Wordpress, SurveyMonkey.
- Well organised, flexible and able to cope with a busy and dynamic environment
- Experience of working to deadlines, time management, prioritisation of workload
- Experience of office-based, administrative work
- Ability to maintain existing and establish new positive professional relationships with a wide range of people
- Ability to work on your own initiative
- An empathy with the aims and values of Deptford X
- An understanding of, and commitment to, equality, diversity and inclusion, and environmental sustainability.

Desirable:

- Curatorial and public engagement experience
- Interest in and knowledge of visual arts
- Some knowledge and understanding of Deptford and its communities
- experience of working on large events that are public facing
- Experience of managing volunteers
- A valid driving license

How to apply

To apply, please submit a:

1. **Monitoring Form** (Link on website)
2. CV that includes your past relevant work and project experience
3. Cover letter that addresses the points below (maximum 2 sides of A4) to jobs@deptfordx.org
 - Why you are interested in this role
 - How you meet the required skills, knowledge and experience for the role.
[Include examples that **demonstrate** your capacity to carry out the responsibilities of the role.
 - What you think you can bring to this role

PLEASE LABEL ANY DOCUMENTS YOU EMAIL US WITH YOUR FULL NAME

Application Deadline:

Midnight, Sunday 30 July 2023

Interviews:

Interviews for successful applicants will take place on Tuesday 8 August 2023

We are an equal opportunities employer and we particularly welcome applications from minority groups who are underrepresented in our sector. This includes Black and People of Colour applicants, Disabled and Neurodiverse applicants, LGBTQ+ applicants, and Women. We will be pleased to make reasonable adjustments to meet your needs in order to undertake this role if you are successful in your application.

We welcome audio and video applications. If you require any other assistance in applying for this role due to your access requirements, please get in touch with us at admin@deptfordx.org and we will be happy to help. We are able to make adjustments to meet your needs if you are asked to interview. Please let us know when you apply what we can do for you.