

Breakthrough 2025 Job Description

The Bright Foundation – Assistant Producer- Hastings & St Leonards-on-Sea

Employer name	The Bright Foundation		
Employer Website	www.thebrightfoundation.org.uk		
Employer main contact	Elizabeth Als - Head of Communications & Events		
Employer email	office@thebrightfoundation.org.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	Varies depending on programme <ul style="list-style-type: none">- Office hours 9am – 5pm- Some evenings are required on Wednesdays and Thursdays and occasional weekends	Hourly Wage	£12.21

Job Title	Assistant Producer
Company Overview	
<p>Who we are:</p> <p>The Bright Foundation is an arts education charity based in Hastings and St Leonards-on-Sea, founded by Academy Award winning costume designer, John Bright.</p> <p>We offer a programme of life enhancing creative learning to children and young people, particularly to those experiencing disadvantage in their lives. We have two venues:</p> <ul style="list-style-type: none">• Barn Theatre and Museum – a 50 seat children theatre and museum of antique toys and puppets all set within 24 acres of countryside• Benbow Arts Space – a youth arts space dedicated to the art of film-making featuring an Early Cinema exhibition	

Our programme includes:

- School and group visits exploring our collections and spaces through themed days such as puppet making, outdoor learning, evolution of moving image, introduction to creative careers
- Public events and family performances
- Creative skills development courses
- Introduction to creative careers in film and employability support

We are a small staff team of 7 people and work with a wide range of freelancers and volunteers.

During your employment we will be launching a new National Saturday Club in Film and Screen; leading a BFI Film Academy Short Course; devising and premiering a new children's theatre show; and celebrating our main donor, Cosprop's 60th anniversary season with various events in London at the Fashion and Textile Museum and V&A. This is all alongside our core work. So it's a really exciting time to join the team.

Job Description

The Assistant Producer will help organise and support the delivery of the creative education programmes delivered at our two venues – The Barn Theatre and Museum and the Benbow Arts Space.

This role will include assisting with:

- Preparing venues and resources for school visits, workshops and events
- Welcoming visitors to events and workshops and assisting the creative team in the delivery of activity
- Providing administration support for the programme, including managing bookings and liaising with schools, parents, carers and participants
- Supporting recruitment of young people for programmes

The role will be based at our office in the Benbow Arts Space, 2 London Road, St Leonards-on-Sea, TN37 6AE. With some work at our other venue, the Barn Theatre and Museum on the outskirts of Hastings.

Skills and development

Candidates should be working towards:

- Excellent communication skills with a clear, positive and helpful manner
- Well organised with good attention to detail
- Interest in and passion for the creative arts – particularly film, theatre or visual arts
- Ability to build a good rapport with children and young people of different ages and backgrounds
- Good IT skills working with MS Office 365 and Mac operating systems

Desirable but not essential:

- Knowledge of schools and youth services in the Hastings and Rother area
- Experience of assisting or organising events or workshops

Employers advice: To demonstrate your excitement for this role we would recommend that candidates talk about the following in their application:

- your interests and aspirations
- what you would like to gain during your employment with us
- why you are interested in working with The Bright Foundation

Personal Qualities

- Enthusiastic with a willingness to learn
- Enjoy working as part of a small team
- Proactive, motivated and able to take initiative as appropriate
- Punctual and reliable

Future Prospects

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work place mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.