



## **JOB DESCRIPTION - SIGNAL FESTIVAL 2026**

**Title:** Young Assistant Producer

**Location:** Prime Arts c/o Wyvern Theatre, Theatre Square, Swindon SN1 1QN. Festival locations as the programme outlines. Local travel within Swindon required

**Reports to:** Young Producers

**Works with Prime Staff:** Artistic Director, Company Manager, Communications Manager

**Works with Festival Team:** Young Producers, Young Production Manager

### **Purpose of Role**

- Work with the Young Producers and Young Production Manager to support the successful delivery of events during Signal Festival (as allocated) with support from Prime Staff.

### **Young Assistant Producers and Prime Theatre**

Young Producers will work alongside Prime Theatre Staff to deliver Signal Festival 2026.

Prime Staff will provide regular support in the following areas:

- Arts administration
- Liaising with artists, venues and partner organisations
- Production Management
- Marketing and communications
- Recruitment and training of festival personnel (Young Assistant Producers and Young Festival Volunteers)

### **Proposed 2026 Festival Young Team Members**

2 x Young Producers

1 x Young Production Manager

4 x Young Assistant Producers

12+ Young Festival Volunteers (aged 14+)

### **General duties: Before the festival**

- Support Young Producers and Young Production Manager to ensure materials / technical equipment etc. are acquired in advance of events and organised appropriately (as allocated)
- Distribute festival brochure/posters as agreed.
- Undertake administrative requests (as required) by the Young Producers and Company Manager
- Undertake any training requirements
- Attend and help (if required) any meetings for staff and practitioners

### **General duties: During the festival**

- Assist the Young Producers and Young Production Manager in the set-up of events (as required) including (but not limited to) taking materials / technical equipment to locations, setting up spaces (tables / chairs etc.)
- Assist the Young Producer in co-ordinating the set-up of the LOOK HERE exhibition across three different spaces
- Assist the Young Producers in running events (as required) including (but not limited to) showing participants/audiences where to go, helping sign-ups and signposting other activity in the festival
- Support Young Producers with artist /facilitator meet and greets - ensuring facilitators know where they're going / have what they need for their event etc.
- Assist the Young Producers and Communications Director to set up promotional materials at events including banners and leaflets.
- Support Young Producers in communication with the Festival Volunteers team, helping to ensure volunteers are effective at events
- When required take photographs and videos at events (with consent) and forward them to the Communications Director
- Ensure evaluation materials are shared at festival events as agreed
- Help to spot and share risks in accordance with event risk assessments - raising any queries with Young Producer/s or Prime Staff to escalate

### **General duties: After the festival**

- Attend one internal evaluation session post festival with Prime Theatre Staff

### **Safeguarding**

- Under the Company's agreed safeguarding guidelines you will be required to undertake a DBS check and any necessary training (provided by Prime Theatre) as a matter of course. A copy of the Prime Theatre safeguarding policy and guidelines will be supplied with this contract.