



Ignite! Kickstart Placement Job Description  
Festival Production Assistant (Part Time)

**This role is only available to Kickstarter eligible applicants through the Job Centre - ask your advisor to refer you.**

Background

Ignite! is a small Nottingham-based charity that supports young people to develop their curiosity and creativity. We run a wide range of educational projects with primary and secondary schools, youth groups and community groups. We link young people up with scientists and artists to share learning, develop understanding and celebrate new ideas. One of our major projects is the Nottingham Festival of Science and Curiosity, which we have produced since 2013.

Ignite Futures Ltd, trading as Ignite!, is a Charity (number 1176754) and Company limited by guarantee, registered in England (number 05969189). [www.ignitefutures.org.uk](http://www.ignitefutures.org.uk).

The Role

The Festival Production Assistant will work within the small Ignite! team to produce the Nottingham Festival of Science and Curiosity in February 2022. You can learn more about the festival at [www.nottsfosac.co.uk](http://www.nottsfosac.co.uk).

This role will include:

- Supporting the Festival Producer to develop content for the festival, including the production of digital and in-person events, a festival magazine, website and video content and schools projects
- Collaborating with a wide range of partners, including universities, local authorities, cultural organisations and educational settings to coordinate the festival
- Work with the Festival Marketing and Communications Officer to develop and deliver a marketing and communications plan, including managing social media content and press releases

Essential Skills, Experience and Qualifications

| <u>Skills</u>  | <u>Experience</u>  | <u>Qualifications</u>           |
|--|--|---------------------------------|
| Ability to work independently and on own initiative      | Previous experience of collaborative working   | Not applicable or none required |
| Confidence in asking questions and putting forward ideas | Previous experience working on multiple projects at the same time and to tight deadlines |                                 |
| Adaptability and creativity                              |  |                                 |
| Keen to learn more and 'can do' attitude                 |  |                                 |

Ignite! is aiming to increase the diversity of its team and if you think you have something to offer that doesn't fit this role description, we still want to hear from you. We welcome applications from all sectors of society, particularly if you have a connection and knowledge of communities across Nottingham, or are from multicultural communities, or have no Higher Education background. Please note that a science background is not essential for this role.

### Terms and Conditions

|                 |  |
|-----------------|--|
| Hours per week  | 25   |
| Pay             | National Living Wage £8.91 p/h   |
| Other benefits  | We cover staff expenses for travel to locations other than the office, so for example, we will cover the cost of bus fare to a school for a project.<br>Reimbursement for these costs is processed through an expenses claim form.   |
| Working Pattern | Ignite! working hours Monday - Friday 9am - 5pm. Flexible hours and working days to be discussed and agreed. Some evenings and weekends may be necessary and will be agreed well in advance. No overtime is paid but extra hours are recompensed as Time Off In Lieu.<br>Flexible working - both working from home or from our city centre office (NGI 2ED) can be discussed, but in-person working at events across Nottinghamshire may be required during the festival period in February, dependent on changes to covid restrictions. |

### Employability support

The Festival Production Assistant will be assigned a mentor within the team and will have monthly meetings to discuss the placement and future plans and identify skills for development. This will be agreed in a Placement Employability Plan, which will include a focus on developing skills such as teamwork, leadership and different communication skills.

The Ignite! team will support the Festival Production Assistant to network, including spending time with other organisations they might want to learn more about, particularly within the cultural/arts/community/education sectors, and will cover costs for training opportunities and courses the Festival Production Assistant might want to attend.

The Festival Production Assistant will also have access to The Mighty Creatives Kickstart Support, including regular coaching, webinars and access to resources.

### Application Process

**This role is only available to Kickstarter eligible applicants through the Job Centre - ask your advisor to refer you.**

Please apply via email application only. Send a CV and one-page covering letter, outlining why you are interested in the role, what skills you think you will bring and what skills you would like to develop through the Kickstart opportunity.

We will accept videos of no more than 5 minutes in place of covering letters, discussing the same points as outlined above.

Applications should be sent to Sarah Walley - [sarah@ignitefutures.org.uk](mailto:sarah@ignitefutures.org.uk). Please get in touch with Sarah if you have any queries.

Closing date for applications Friday 13th August, 5pm.

Shortlisted candidates will be invited to a 30 minute Zoom interview in the week commencing 23rd August.

Please let us know of any additional needs or reasonable adjustments we can make for the application process.