

Assistant Creative Producer: Studio Team

Effervescent is an award-winning socially motivated creative agency.

We develop campaigns and creative assets for commercial brands, voluntary sector organisations and NGOs by training children and young people as campaigners and creatives.

Location | Plymouth (with national/international travel)

Salary | £18 – 22k FTE (depending on experience and skills) plus annual bonus

Permanent | Full Time | 37 hours per week

This is an early-career creative position developing and supporting creative campaigns – from initial concept to realisation.

We are looking for someone who is brilliant at working collaboratively with children and a team of creative people to achieve outstanding production values and hard-hitting creative assets. You will be great at coming up with concept ideas, but also contribute to building campaigns through your writing, music, filmmaking, design, photography etc skills.

Effervescent has a studio team, an enterprise team and an education team.

The Creative Producer will deliver a range of projects and campaigns for Effervescent's studio team:

1. Creative Production and project support:
 - a. Developing ideas for imaginative and exciting pitches, which embrace the role of children and young people as co-producers of content
 - b. Supporting our Creative Producers and Head of Studio with leading campaign development workshops with children and young people
 - c. Supporting and managing campaign planning, production and delivery tasks
 - d. Supporting evaluation and impact-recording processes for campaigns and young campaigners
 - e. Developing and managing stunts, events, and creative activities
 - f. Sourcing and booking accommodation, venues, transport, and other facilities or resources as appropriate
 - g. Supporting and mentoring junior staff, volunteers, and students
 - h. Administrative tasks to support project management
 - i. Working with the whole Effervescent team to ensure all communication, marketing, and commercial engagement strategies are designed, quality-assured, and carefully implemented
2. Support Effervescent's wider team's creative projects including hosting events; creating blogs and podcasts; and supporting the development of programmes of work.

3. Proactively develop new relationships with potential clients; representing Effervescent at local and national events and meetings.

Time allocation per year:

Area of Work	Notional Hours Per Week	Percentage of Job Role
Direct delivery of projects (chargeable to clients)	24	65.0%
Project development and general/expert support to other Effervescent projects	5.5	15.0%
Team meetings and supervision	3.75	10.0%
Research and development / CPD / blogging & lecturing	3.75	10.0%
TOTAL	37	100%

Person Specification

- Degree in an arts, advertising or humanities subject, or three years' professional experience in a creative practice: performance, visual art, media arts, writing, music, film, advertising etc.
- Experience of working on professional creative projects from concept to realisation
- Experience of working with children or young people in health/education/community development/youth work or play work
- Energetic, audacious, curious approach to your work
- Strong team player able to prioritise complex workloads
- Genuine commitment to social justice and social good

As most of our work is done in collaboration with children and young people we are often called upon to work evenings and weekends, and school holidays.

We are often called to work in other parts of the UK. You will therefore need to be available and willing to work away from home as necessary.

A DBS check is required for this position.

How to Apply:

Send a CV and cover letter outlining your skills, experience, and interest in this position to:

Karim Ahmed
 Company Coordinator
 hippocampus@eff.org.uk



For informal discussions about the position with Effervescent's CEO Eloise Malone, please email Karim Ahmed and he will organise a 20 minute phone call with Eloise between Monday 18 February and Friday 1 March 2019.

Closing Date for applications: 9am Monday 4 March 2019

Two-day selection process in Plymouth: 16 & 17 March 2019 (tbc)

More information about Effervescent: www.eff.org.uk, @EffervescentUK