

December 2024

Associate Producer
(Permanent, 2 days per week)

Thank you for your interest in the Associate Producer vacancy. This role is pivotal in supporting the Head of Film with all elements of Hijinx's film programme.

In this job pack, you will find some background information about Hijinx, a role description and person specification, and information about how to apply.

As an organisation we are committed to what we do and have a strong sense of community. As a team we care deeply about the wider Hijinx family, and have a warm, inclusive, and supportive culture that allows people to live their best, most authentic lives. We are dedicated to addressing inequity in the Welsh arts scene and centring actors with learning disabilities and/or autism across all areas of our work.

We know our work is stronger and more relevant with greater diversity and a broad range of lived experience. We welcome applications from those who have been previously underrepresented at Hijinx and have faced barriers to a career in arts and culture. Hijinx welcomes the whole person to work, and we recognise that each of us brings our experiences, our backgrounds and our own unique perspective to what we do. We provide a guaranteed interview to any individual that meets the essential criteria and is Deaf, disabled, neurodivergent, a person with a learning disability, has a long-term physical or mental health condition, who experiences racism, is LGBTQ+ or identifies as working class.

Do get in touch (hr@hijinx.org.uk) if you would like any of this information, or wish to apply, in another format. Hijinx will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements are not a factor in decision making.

Thank you for your time – we look forward to hearing from you, and exploring how your skills, experience and passion will make a real difference to our work.

Eloise Tong
Interim CEO

Our Vision

A world where the arts and society are fully inclusive for learning disabled and/or Autistic people.

Our Mission

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for learning disabled and/or Autistic people.

About Hijinx

Hijinx creates high quality and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved in shaping and performing their stories.

Hijinx Academies provide the only professional performance training in Wales for actors with learning disabilities and/or autism and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 actors in training.

Alongside this, we have a dynamic community and outreach offer (PAWB) that connects with participants across Wales. Through our casting platform (Hijinx Actors), we promote our actors and identify opportunities in theatre, film and TV. We also offer direct employment through our award-winning communications training.

Hijinx Film

Hijinx has a growing film programme led by Head of Film, Dan McGowan. We take the same approach to film as we do with theatre: our actors are at the centre, their voices integral, to create a viewing experience that's completely different. We recently delivered Unity Film Festival in partnership with Chapter to showcase inclusive films from around the world. This featured the world premiere of Hijinx's film *Lost and Found* – a tender, candid, sometimes sad and uplifting film about love, family, friendship and trains.

We create change by living and breathing our organisational aims to:

- Increase representation of Learning Disabled and/or Autistic people on stage and screen
- Provide, champion, and facilitate professional employment for learning disabled and/or Autistic creative professionals.
- Build confidence, happiness, and independence.
- Transform the sector to work more inclusively.
- Increase access to performance arts for audiences and communities in Wales.

Associate Producer Role Description

As Associate Producer, you are a key member of the creative team and are responsible for assisting the Head of Film to create high quality documentaries, short films and feature films that showcase Hijinx actors and reflect the lived experience of learning disabled and/or autistic people. You also support the planning and delivery of Unity Film Festival in partnership with Chapter.

You will have experience in a similar role within the Film & TV industry and be a motivated self-starter. You will support the Head of Film with all elements of the film programme at Hijinx, ensuring it remains rooted in its mission to increase the representation of disabled people on screen.

TERMS

Job title:	Associate Producer
Line Manager:	Head of Film
Responsible for:	Volunteers and freelancers as required
Contract:	Permanent role (6 months' probation)
Hours:	Part time, 15 hours per week to be delivered flexibly as needed to fulfil the requirements of the role. Time off in lieu is given.
Based at:	Hijinx Office, Wales Millenium Centre, Cardiff Bay – hybrid working available
Salary/Benefits:	£26,500 per annum pro-rata (£10,600 actual) Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme. Additionally, we offer support with developing Welsh language skills. Hijinx is committed to supporting ongoing professional development and will work closely with the postholder to ensure their training needs are met.
Holiday:	25 days per annum plus statutory bank holidays, pro-rata (10.5 days per annum; 3 bank holidays)

KEY DUTIES

Production Management

- Assist on the production and development of new film projects for Hijinx, including project research, helping to create pitch decks etc.
- Support the planning and delivery of Unity Film Festival in partnership with Chapter.
- Support production tasks where needed.
- Attend shoots where necessary.
- Assist in post-production admin as required.
- Help to arrange and participate in relationship-building meetings with possible co-producers and partners.
- Assist in seeking opportunities for showcasing Hijinx documentaries, short films and feature films.
- Help to ensure that inclusion and access remain at the heart of all aspects of Hijinx's work.
- Assist the Head of Film with maintaining and updating project budgets

Strategic Relations, Representation and Advocacy

- Assist the Head of Film in:
 - Representing Hijinx at artistic, regional, national and international forums, where appropriate
 - Maintaining positive relationships with artists, production companies and funders.
 - Being a visible presence within the Film & TV sector, promoting Hijinx's reputation and its work.

Other

- Work alongside Head of Film and Academy Director to support delivery of screen training to actors enrolled in Hijinx Academies

General

- Participate in training as required.
- In collaboration with other staff, adhere to Hijinx Theatre's Health & Safety, Equalities, Safeguarding, Environmental and other relevant policies.
- Travelling locally, nationally, and internationally as required. Creative enabling of Hijinx Actors, and other support as needed, in addition to key duties.
- To undertake any other reasonable duties as requested.

PERSON SPECIFICATION

	Essential	Desirable
Skills & Abilities		
Excellent attention to detail and committed to high standards of project delivery	X	
Effective verbal and written communication skills	X	
Strong interpersonal skills, to help maintain relationships and engage successfully with a range of partners	X	
Maintain quality standards across the production of all film work		X
A self-starter with great organisational and time-management skills, and the ability to manage and deliver multiple priorities	X	
Ability to work creatively and collaboratively to solve problems	X	
Ability to remain calm, positive and professional when working under pressure	X	
Ability to speak Welsh		X
Experience		
A track record of working in a development assistant/production assistant capacity	X	
Have existing contacts and relationships within the TV/Film industry in Wales		X
Experience of working on high quality productions across a range of genres that reach a broad spectrum of audiences		X
Experience of delivering time sensitive projects within budget	X	
Confident in working with both disabled and non-disabled actors		X
Knowledge		
A good knowledge of film procedures, and the film making process	X	
An appreciation and knowledge of current trends in the film industry both in the UK and internationally	X	
Awareness of current trends and developments in inclusivity and film		X
Good knowledge of digital systems including Microsoft suite, CRM software, Slack	X	
Knowledge of video editing software e.g. Premiere Pro		X
Attitude		
A commitment to artistic excellence with the ability and desire to work collaboratively and inclusively	X	
Genuinely committed to work with learning disabled and/or autistic actors	X	
A track record of being respectful and generous of spirit with other artists and team members	X	
Demonstrable alignment with Hijinx Theatre's core culture and values	X	
A willingness to work flexible hours	X	
Organised, efficient, flexible and adaptable	X	

Diversity, Equality, Access and Inclusion

Do get in touch (hr@hijinx.org.uk) if you would like any of this information, or wish to apply, in another format. Hijinx will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements are not a factor in decision making.

Guaranteed Interview Scheme

As part of our commitment to increase the diversity of our workforce at Hijinx, we provide a Guaranteed Interview Scheme to applicants who are underrepresented on our team.

You can be considered under our Guaranteed Interview Scheme if you experience racism, are Deaf, disabled, a person with a learning disability, neurodivergent, have a long-term physical or mental health condition, are LGBTQ+ or identify as working class. Provided you meet the essential criteria for the role, which is stated in the person specification, you will be invited for interview. Your guaranteed interview request will only be shared with Hijinx's HR team and the recruiting manager.

If you would like to be considered under the scheme, please indicate this in your covering letter or video.

Name free recruitment

Hijinx operates name-free recruitment. The recruiting panel will not see personal information such as a candidate's name and address during the shortlisting process.

Interview questions

To ensure our interview process is fully accessible, we provide all candidates with the interview format and questions in advance.

Diversity monitoring

We are keen to understand more about who applies to work with us. At the end of the application process, we invite you to complete our anonymous diversity monitoring form, which will not be shared with anyone involved in the recruitment process.

To Apply

If you think you are a good fit for the role and would like to apply, please send us:

- A current CV telling us about you – and why you feel you are the right person for the role, ensuring you highlight any relevant experience, skills and qualifications. Please send this as a Word document.
- A covering letter of no more than two sides or a video of no more than 5 minutes – telling us why you are the right candidate and how you would approach the responsibilities of the role. Please send your covering letter as a Word document.
- A completed Diversity Monitoring Form – to be completed online [here](#) – please confirm in your covering letter that you have completed this form.

Applications should be sent to hr@hijinx.org.uk by the closing date.

Applications will close at midnight on 31/01/2025. Interviews will be scheduled for the week commencing 10/02/2025