

TRIGGER

Kickstart administrative assistant

Trigger Stuff CIC

Note - this role is part of Bristol City Council's Kickstart scheme and as such Applicants must be 16-24 and on Universal Credit. Applications must be made through the Job Centre via a DWP work coach.

About Trigger

Trigger is an exciting creative producing organisation based in Bristol. We make theatrical, digital and installation experiences engaging with social issues and real human needs.

Trigger create and produce surprising live and digital events that interrupt daily life, reimagine and revive public spaces, and put audiences at the centre of the action. Trigger's programme aims to create accessible, inclusive and boundary pushing work which is often sited outdoors and/or digital. Our work is brought to life by a team of cross-disciplinary artists and creatives, often showcasing the creativity of local communities.

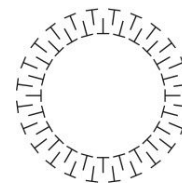
We promise to open the floodgates of new, emerging, fresh, inspiring and under-represented talent - not because we're an organisation burdened with the task of ensuring diversity - but because we live and breathe diversity, it's part of our culture and is second nature.

Current Live Programme

The Hatchling

The Hatchling is a spectacular large-scale, live event due to premiere in Plymouth. This larger-than-life event will unfold across one memorable weekend, culminating in an unforgettable grand final. This ground-breaking project comprises a world-class team and is conceived by award-winning producer Angie Bual (Trigger), directed by puppetry director Mervyn Millar (War Horse, Significant Object), and designed by set designer Carl Robertshaw (Ellie Goulding, Bjork).

Find out more [here](#).



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With You

Created in response to the COVID-19 pandemic, With You is a free digital service being created to support isolated patients and care home residents by bringing voice messages from their friends and family together on one playable audio track. Find out more [here](#).

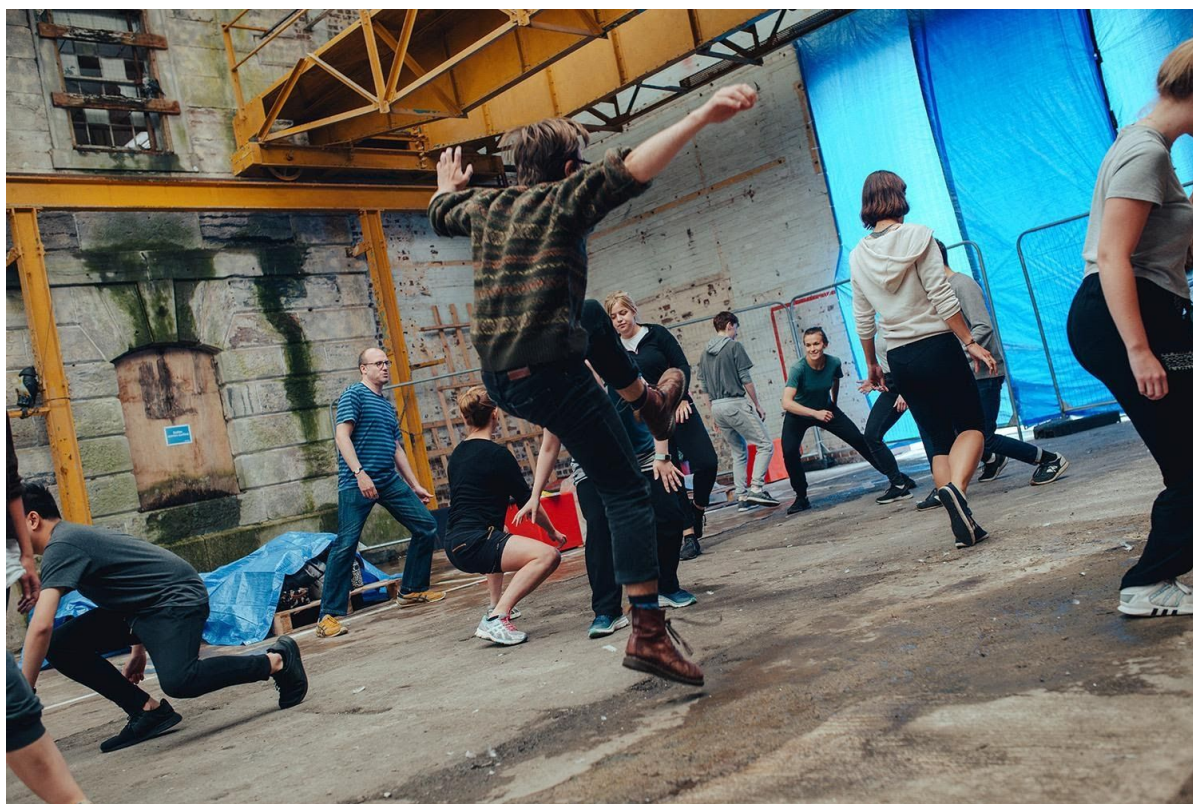


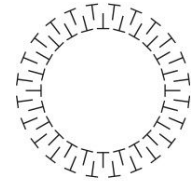
Photo © Dom Moore

JOB DESCRIPTION

Job title: Kickstart Administration Assistant
Reporting to: Senior Producer/Artistic Director
Fee: National Minimum Wage
(23 and over (NLW): £8.91, 21 to 22: £8.36, 18 to 20: £6.56,
Under 18: £4.62)
Terms: 6 month placement, 25hrs/week
Location: Central Bristol, dependent on Covid restrictions

Job Overview

This new role is a part-time position responsible for providing administrative and producing support to Trigger's core team. This is a part-time, fixed term position.



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Opportunities to:

- Break into the arts, making contacts and learning the basics of producing and arts administration
- Work with a professional production company and world-leading creative team
- Work towards the final performance of a major public event
- Receive bespoke support, guidance and development from Trigger's producing team

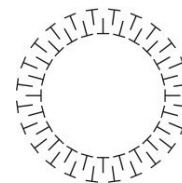
Duties and Responsibilities

- Attend and minuting company meetings
- Assist the Senior Producer and Assistant Producer with administrative tasks, including inputting data, research, updating files, scheduling sharing relevant information with teams, maintaining records and contact sheets, online presence and creating resources.
- Uphold Trigger's Safeguarding policy.
- Assist the Senior Producer and Assistant Producer in the monitoring and evaluation of projects by: keeping a detailed record of participants, gathering feedback and keeping photographic records of workshops and development ahead of the main performance.
- Support the Senior Producer in developing marketing strategies to promote Trigger's diverse programme of work
- Contribute to Trigger's social media channels, including Facebook, Twitter, Instagram and any others setup by the company
- Contribute to Trigger's website as new projects and announcements come out
- Engage Trigger's community on social media with replies, reposts and conversation

Person Specification

Essential

- Applicants must be 16-24 and on Universal Credit
- Energy and enthusiasm for working in an arts organisation, and a willingness to develop
- Excitement for culture in many different forms
- Passion and interest in live performance, participation and events
- Fully computer literate and numerate
- Confident telephone manner
- Ability to prioritise and work under pressure with good time management and organisation expertise



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- Energetic and creative team player
- Attention to detail

Desirable

- Previous experience in an arts or complimentary environment
- Good at writing
- Good with social media and communications
- Well organized

Apply

Deadline: Friday 19th March 2021

Interviews: Friday 26th March 2021

Start date: w/c 12th April 2021

Application method: Applications must be made through the Job Centre.

Please note that Trigger are able to support with IT needs should applicants not have access to digital equipment.