



## Digital Producer (Fixed term role)

**Fixed Fee:** £3,500

**Dates:** Start w/c 16<sup>th</sup> August, End: w/c 8<sup>th</sup> November

**Digital event taking place on:** 24<sup>th</sup> October

### Introduction

HighTide are looking for a creative and self-motivated Digital Producer to work with us on a freelance basis over the coming months to lead on the delivery of a digital event, as we look to the future of theatre and new writing.

The Digital Producer will lead in the curating and delivery of this digital event, working across both the event programme and technical administration. This engagement is a freelance contract with flexibility of days to be discussed in consultation with the appointed candidate. The expectation is that the candidate will be fully available for the week of 18<sup>th</sup> October in the lead up to the delivery of this event on Saturday 24<sup>th</sup> October 2021 as well as a limited number of days after the event for post event administration.

Key duties include but are not limited to:

- To lead on the producing and coordinating of a key HighTide digital event
- In partnership with HighTide's Producer, programme digital sessions in the form of panel discussions, Q & A's and keynote speakers
- Identify and manage partnerships for the digital event
- To manage the digital event budget, in close consultation with HighTide Producer
- To coordinate the filming of digital sessions, being the main point of contact for guest speaker and panellists
- Engaging and briefing facilitators to host events
- To work in collaboration with the Communications Director on using a digital platform to host sessions and to lead on the uploading of content
- To work with the Communications Director to create and implement the communications strategy for the digital event
- To work with the Communications Director and Producer on developing an effective booking system
- To work alongside HighTide Producer to coordinate the filming of new digital artistic content to be showcased
- To liaise with web developers regarding the development of the HighTide website to host the digital event, ensuring a smooth user experience for attendees
- To work with external graphic designers on the design of the event
- To lead the evaluation of the project, reporting back to the HighTide team on the success and learnings of the digital event

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Leading Partner: Lansons

Artistic Director  
Suba Das

Executive Director  
Rowan Rutter

Chair  
Tim Clark

Deputy Chair  
Leah Schmidt

Directors  
Tim Clark  
Suba Das  
Nancy Durrant  
Liz Fosbury  
Jon Gilchrist  
Kate Harvey  
Diana Hiddleston  
Vinay Patel  
Leah Schmidt  
Matthew Webb

Patrons  
Sir Nicholas Hytner

HighTide Festival Productions  
Company Reg No. 06326484  
Charity Reg No. 1124477  
Company VAT No. 937066311

## Person Specification

### Essential:

- Experience of producing live or digital events
- Experience of using Hopin or similar virtual platform software.
- Good knowledge of the theatre sector, in particular new writing
- Excellent administration and organisational skills
- Significant IT skills and experience of using digital software

### Desirable:

- Video editing
- Administrating website and working with web developer
- Experience of using Spektrix

### To apply:

Please provide your CV together with a covering letter (maximum 1 side of A4) to Holly White, Producer: [hollyw@hightide.org.uk](mailto:hollyw@hightide.org.uk) and please complete our Equal Opportunities Form [here](#). If you have any questions or queries please contact Holly on the email above.

### Deadline:

12pm on **Wednesday 4<sup>th</sup> August**.

HighTide is an equal opportunities employer. Please do contact us if you would prefer the job pack in an accessible format.