

BEYOND*the*BOX

JOB DESCRIPTION – EVENT PRODUCER

Job Title: Event Producer: 16 – 21 years of age

Department: Production at Beyond the Box

Role Type: Freelance

Closing date: 19 May 2024 (midnight)

Interviews: Week commencing 20 May 2024

Salary: London Living Wage £13.15 per hour

Hours: 30-hour freelance contract

Location: We will meet in person in the London Borough of Sutton for our working sessions – location TBC.

Criteria:

- o You must be between 16-21 years of age.
- o We are looking for candidates who live in the London Borough of Sutton.

If you have any questions, please email Beyond the Box on admin@beyondtheboxconsultants.com making clear it's regarding the Event Producer role in Sutton.

ABOUT THE PROJECT

Beyond The Box is working with the London Borough of Sutton as part of their Holiday Activities and Food Programme to produce a series of events for the community of Sutton. The next event is to be planned this Summer and we are looking for five passionate young people from the London Borough of Sutton to collaborate with us to produce the event, support the community engagement and help us collate the findings to support the continued development of the Holiday Activities & Food programme.

We want to create an event that will engage with young people from across the borough and we want your ideas, skills, and creativity to help pull off this fantastic summer event. So if you are keen to learn about event planning and production we want to hear from you!

ABOUT THE ROLE

As part of the project, we are looking for five applicants to work with us at Beyond the Box as Event Producers. You will form a small team of Event Producers working on this large-scale youth focused event due to take place this summer. As an aspiring events professional, you will receive support from Beyond the Box in how to set up as a creative freelancer, submit timesheets and invoices.

We know many young people are working and/or studying, so we will meet outside of education hours to plan the event to ensure the role is accessible and inclusive.

So, if you have a passion for creativity, sports, wellbeing and/or movement, we want to hear from you!

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MAIN RESPONSIBILITIES Event Producers will need to be available for up to 30 hours in total over the course of 3 months. You will attend an initial project launch meeting in mid-May before the role begins.

You will be tasked with co-producing a large-scale summer event for the young people of Sutton. You will work as a team to generate ideas for the event, and you will research what other young people wish to see in terms of activities.

You will learn how to plan an event from ideation to production – working as a team to stay within a budget, create event production plans and take on key tasks to ensure the event runs smoothly. You will work with Beyond the Box to create engaging marketing materials that reach young Londoners living in Sutton. You will book partners to collaborate with for the event and ensure the delivery of a successful event by helping facilitate the event day itself.

PERSON SPECIFICATION

We are seeking candidates who are passionate about creating fun, interactive and enjoyable community events. We are less focused on previous experience (although this is always good to see), as successful candidates will receive training as part of this role. We are, however, keen to ensure we have the right team with the right positive attitude and passion for event planning and production.

Must-haves

- o A can-do attitude.
- o Willingness to learn new things.
- o Works as a team
- o Good time management
- o An interest in event planning and production

Familiar with

- o What young people in Sutton enjoy doing to stay active – particularly teenagers.
- o Working as part of a team

HOW TO APPLY

1. Please send us a copy of your CV
2. Please send us a 1 page over letter telling us a little about yourself and why you want to work as an Event Producer
3. Send them to admin@beyondtheboxconsultants.com before the closing date

About Suttons Holiday Activities and Food Programme

The HAF programme is funded by the Department for Education to provide free fun holiday-enriching and physical activities with nutritious meals for children and young people (aged Reception to Year 11) receiving benefits-related free school meals.

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The annual programme will cover the spring, summer, and Christmas holidays. Eligible families can apply for a total of 16 hours of provision a week. We will run the programme for:

- o 1 week during Easter
- o 4 weeks during summer, and
- o 1 week during Christmas

The programme aims for children and young people to have the opportunity to have fun, learn and further skills and try something new! With a wide range of activities to choose from, you don't want to miss out!

Learn more about the programme [here](#)

About Beyond the Box

Beyond the Box is a London based creative practice.

Beyond the Box is a London based creative practice working across the UK. We are strategists, producers and social impact innovators who are dedicated to creating positive change in the world. We are passionate about the development of communities through meaningful youth and community engagement. We advocate for working with communities to co-produce creative and cultural experiences, to better understand their needs, and lived experiences, helping them find their voice and empowering them to take up space.

Our work is about creating an environment where people can be heard. A welcoming space where those who don't often speak and aren't listened to can strive for what they want. We don't tick boxes. We listen, we act. **We empower communities to co-create the world around them.** Working with partners we create opportunities for innovation and meaningful engagement, producing transformative experiences that profoundly impact individual's lives.

Learn more about our work [here](#)

Equality Diversity and Inclusion Statement

Beyond the Box is committed to building an inclusive employer and workplace and recruiting a workforce as diverse as our communities. However you identify and whatever background you bring with you, we welcome you to apply for a role at The Beyond the Box.

If there are any adjustments that would help support you in your application, please do let us know when you apply. If you are disabled, Even Break is able to provide support with your application; for further information, please visit their website [here](#).

Disabled, deaf and/or neurodivergent people and those from Black, Asian and Ethnically Diverse backgrounds are underrepresented in our workforce, so we particularly encourage applications from people in these groups.

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