

PRODUCTION & LOGISTICS ASSISTANT

Salary:	£21-23k dependent on experience
Contract:	6 month contract, potential to extend
Location:	Bristol. This is an office-based role.
Hours:	Full Time (40 hours per week)

ABOUT CIRQUE BIJOU

Cirque Bijou pushes the boundaries of contemporary circus, street theatre and spectacle, seeking out the new, unexpected and extraordinary to create unforgettable and exquisitely-crafted shows for any stage or space.

We are leaders in the creation of innovative and groundbreaking shows with and for communities and clients worldwide, with emerging and world class artists, and for audiences of fifty to tens of thousands.

Our varied portfolio spans contemporary circus, spectacle and street theatre for arts and commercial festivals, public and private commissions, corporate events and parties, rock and roll and stadium tours and arts-funded work through our project Extraordinary Bodies. We are experts in creating new artistic work with high production values for large-scale commissions.

THE ROLE

We are looking for an organised and proactive individual to support our team with technical and project-based admin and logistics. A job for a skilled multi-tasker, it requires confidence, resourcefulness, a head for numbers, and a keen eye for detail. The ability to prioritise efficiently and communicate effectively is key.

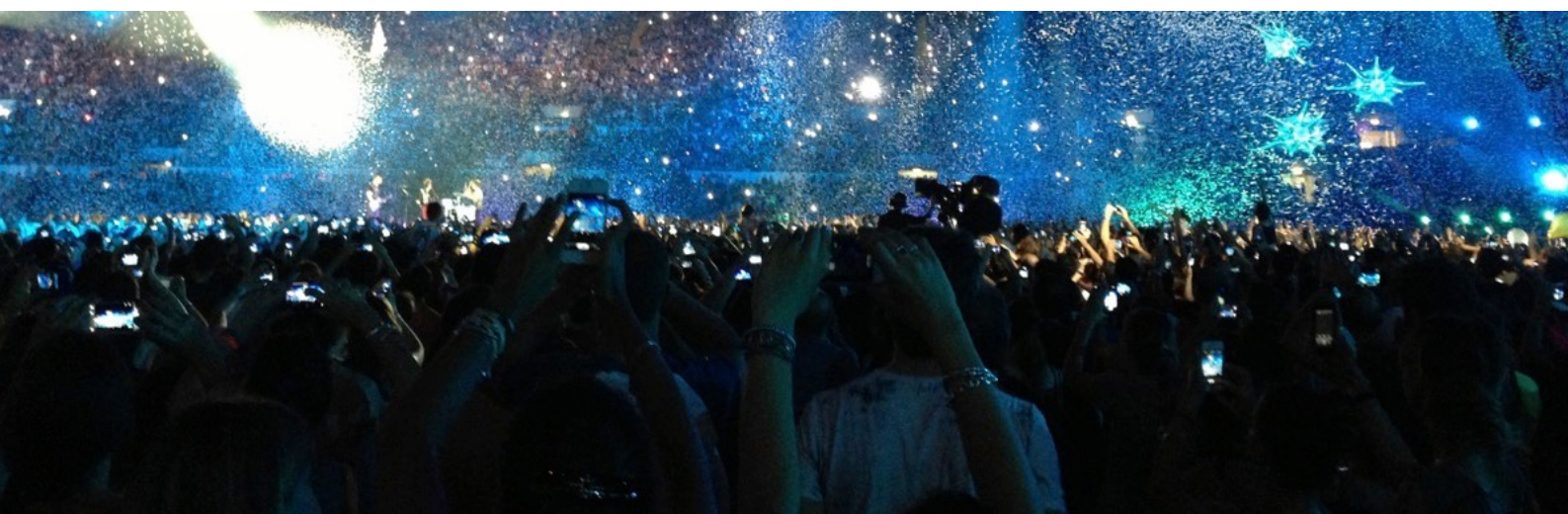
You will be working across a wide range of exciting projects of varying scales, and no two days will be the same. A certain proportion of your time will be devoted specifically to work on the company's ground-breaking project Extraordinary Bodies, the UK's leading integrated professional circus company, in partnership with another organisation, Diverse City.

It is an exciting opportunity to take a pivotal role in a successful, growing company and to bring your own unique skills to complement those of our small, hardworking and passionate team. As it is a new role, you will also have a hand in shaping the work and will have the opportunity to put your stamp on our company and help us to run more efficiently.










MAIN RESPONSIBILITIES

- Supporting the team with administration, research and planning across a very wide range of projects. Obtaining quotes and accurate information in a timely manner and reporting back to team as required
- Managing and negotiating artists availability, contracts, travel, accommodation and access requirements with sensitivity and clarity, keeping notes and taking responsibility for your communications and actions. This includes specific work on our partnership project Extraordinary Bodies
- Placing orders for equipment in a timely manner having retrieved quotes and options, tracking deliveries and ensuring acquisitions are received in good order
- Providing project management support on select live projects
- Gathering technical requirements from artists, liaising between artists, subcontractors, clients, and the team
- Creating detailed information and briefing documents for show teams, including supporting the implementation of our COVID policy and the creation of Health and Safety plans and documentation
- Assisting with costume and prop maintenance in our storage units
- Supporting the maintenance and servicing schedule of company vehicles








PERSON SPECIFICATION

Essential

-  An understanding of circus / live event production / theatre
-  Excellent with IT and systems including Mac programs and spreadsheets
-  Hands on and proactive - a problem solver
-  Self-motivated, organised and dynamic
-  Excellent communication skills across a range of people and in different media
-  Ability to work independently under pressure managing time, competing priorities and resources in a structured way
-  Experience devising and implementing systems

Additionally useful

-  Experience writing tech sheets and risk assessments
-  Knowledge/experience of Health & Safety best practice
-  Technical experience/knowledge – especially within circus - stage management training or similar could be useful
-  Driving licence would be useful but not essential
-  Interest in/experience of accessibility provision in live events (though training will be provided)

FURTHER INFORMATION

Company Ethos

Cirque Bijou are committed to sustainability, diversity, equality and accessibility in all that we do. We take pride in training and developing our staff. This role will specifically include training around inclusive practise in circus and live performance.

Access

D/deaf and disabled applicants fulfilling the basic criteria for the role will be interviewed. If you have any specific access requirements for the interview, or foresee any barriers to the proposed way of working, please specify if you are invited to interview.

How to apply

Please send us your **CV** (no more than 2 sides of A4) detailing relevant work experience and qualifications that recommend you for this role.

Please also send us a **cover letter** telling us why you are applying for this position and why you are suitable for the role.

Your application should be sent to office@cirquebijou.co.uk.

Deadline: 9am Monday 10th January 2022

Interviews: Friday 21st January 2022

If you have any questions regarding the role or would like to speak to someone in advance of applying, please email office@cirquebijou.co.uk with your phone number and ask us to call you about it.

What happens next

If you are shortlisted, we will contact you via email and/or telephone to invite you to interview. At this point, we will ask you to provide details of two professional references, who we will not contact except if we later decide to offer you the job. Interviews will be at our office in Bristol or online. We will ask you to undertake a short excel test prior to your interview.

Thank you for your interest in this role and we look forward to receiving your application.