

BEACH of DREAMS



Role Description

Production Assistant (Freelance)

Dates: October 2024 – June 2025

Fee: 3 days a week, £160 per day. Total contract £16,320

Lead Organisation: Kinetika – kinetika.co.uk

Closing Date: 12 September 2024

Interviews: 19 September 2024

Start Date: 7 October 2024

Project: Beach of Dreams

Work Location: Kinetika office in Purfleet, Essex. The role will require some time in the office, some visiting partners and projects around the UK and remote working is also welcome.

Line Manager: Aniela Zaba, Creative Producer

Project Overview

Beach of Dreams is a UK-wide coastal arts festival. From 1 May – 1 June 2025, the national creative programme will invite participants, organisations, artists, writers, scientists and walkers to embark on a month-long environmental exploration and celebration of the UK's coastlines.

Created by Kinetika, Beach of Dreams aims to engage hundreds of thousands across the UK in a major interdisciplinary programme including commissioned artworks responding to coastal, environmental and climate themes; walks; journeys; participatory creative events; digital activity; talks and other events along the UK coastline in the 4 nations of England, Scotland, Wales and Northern Ireland.

Beach of Dreams invites participants and audiences to work together to create a hopeful perspective on the future of our coast and planet. By walking the coastline together and sharing stories about its past, present and future, we can learn about coastal and climate challenges, and imagine how we can work together towards a positive future.

The festival builds on Kinetika's evolving national artwork that defines Beach of Dreams – the silk installation of hundreds of pennants, each telling a personal story of our relationship to coast and sea. Together, these form a tapestry of hope and inspiration for our shared future and alongside these everyone can offer their own personal pledge to support the future of our coastal environment.

Eight new artistic commissions will be developed over the coming year, along stretches of the UK coastline engaging local communities in creating new works inspired by their unique coastal landscapes and communities, and which consider responses to environmental and climate change. The artists will walk the local coastal stretch with communities and be inspired by their conversations in creating the

new artistic interventions. The commissioned artists work in diverse disciplines - soundscapes, landscape sculpture, outdoor performance arts, dance, circus, textiles, writing and photography. The project will include eight x digital micro commissions to run alongside the main artistic commissions which will encourage the use of local filmmakers to capture the engagement process of the work and feed into a larger nationwide documentary film.

Kinetika has an Open Call for new Members who will establish a network of connections and activity as part of the wider artistic programme along the UK's coastlines. Small organisations and individuals will also be able to organise and list events around the UK on the Beach of Dreams website.

The project wishes to create a digital platform, hosted on our website, that will give partners and participants the opportunity to contribute their own stories, relevant to their place, and develop creative texts, images and artworks as part of the project. It aims to deliver online training to support partners in creating high quality digital storytelling to capture activity and allow participants to commit their future environmental pledges.

The project is working with regional partners including: Activate, Dorset; Bay of Colwyn Town Council, Wales; Beat Carnival, Belfast; Essex Book Festival; Estuary 25, T100 Festival, Thames Estuary; Fife Coast and Countryside Trust, Scotland; MSL Projects, Hastings; Out There Arts, Great Yarmouth; Stronger Shores, South Tyneside.

Role Overview

The main objectives of this role is to support the Beach of Dreams team administratively and logistically to ensure the smooth running of the project and that the creative outputs shine through from a great organisational base.

The key responsibilities of the role are:

- Manage all communications received through info@beachofdreams email
- Manage all communications with current signed up members
- Manage enquiries and onboarding for any new members
- Work alongside Artistic Director to pick up on any logistics, admin, outcomes etc that comes from new engagement conversations
- Help manage calendar, meetings, schedules of the Artistic Director and larger Beach of Dreams team
- Manage all requests for new pennants - scheduling, design sessions, resource packs, making logistics etc.
- Manage all travel, accommodation, site visit and national residency logistics alongside Creative Producer
- Help manage finance recordings - receipts, invoices etc
- Help manage contracting of new freelance staff and partners
- Manage monthly online seminars - invites, recording, sharing
- Support any social media / digital requirements of the Digital Engagement and Content Producer this may include - posting agreed content on socials, updates to website, management of public events being uploaded to website etc

Required Skills

- Excellent administrative and organisational skills
- Good knowledge of the use of Microsoft Word, Excel, Outlook, Google Drive
- Experience of working on creative projects and/ or outdoor events
- Ability to communicate positively and effectively with internal team and a range of external people including partners, members and members of the public
- Positive and can-do attitude
- Experience of working with finance receipts and invoices and updating working budgets
- Desire to get 'stuck-in' on practical elements of the project - being on site, helping with rigging, van loading, supporting creative teams on site etc
- A genuine interest in the climate themes and topics addressed within the project

How to apply

We strongly encourage candidates of all different backgrounds and identities to apply. Each new engagement is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our company and projects. We will aim to facilitate a great work-life balance wherever we can, and are happy to discuss any specific requirements you need in the role to achieve this.

Please submit your CV and cover letter by 17:00 BST, 12 September 2024 to aniela@kinetika.co.uk. If you require more information about the role, please email aniela@kinetika.co.uk to arrange a call.