**Production Assistant (Internship)   
Frequency Festival 2021**

## About RADAR - Creative Graduate Accelerator Scheme

The RADAR Creative Graduate Scheme offers paid internship placements and bespoke mentorship for creative graduates. It is aimed at those looking to gain hands-on experience within the creative sector and a head start after University.

Internships at Frequency International Festival of Digital Culture are part of the RADAR Creative Graduate Accelerator Scheme, and are open to University of Lincoln College of Arts graduates from within the last three years (graduation years 2019, 2020 and 2021).

The Scheme is run by Frequency Festival producers Threshold Studios and supported by University of Lincoln College of Arts. This is an opportunity to develop insights and skills as part of an established cultural festival team, enhance your professional networks and employability in the arts and creative industries.  
  
 *“It was a great learning curve for me, a real taste of working in the arts industry and*

*how great it was working together with creative and like-minded people.”*  - feedback from previous RADAR intern

## About the Festival

Frequency Festival is an international festival of digital creativity, showcasing innovative works by emerging and established artists, creative technologists and performers.

Hosted biennially in Lincoln, this year’s festival takes place across 4 days from 28-31 October. It features a programme of installations, performances, creative workshops and talks.

Since its inception in 2011, Frequency has hosted over 450 local, national and international artists, exhibiting their work to over 75,000 visitors across 5 festival editions. Frequency draws the city’s residents and its visitors off their intended path to discover a world of digital, electronic and hybrid art in unusual spaces; mainly the city’s heritage spaces and its shopping precincts, and into its venues, museums and galleries.  
  
For 2021, due to COVID-19, the festival programme will be a blend of outdoor and online events to ensure that audiences across the city, country and beyond can enjoy the festival safely.

Frequency Festival is produced by [Threshold Studios](http://www.thresholdstudios.tv/), in partnership with the [University of Lincoln](http://www.lincoln.ac.uk/) and supported using public funding by the National Lottery through [Arts Council England](http://www.artscouncil.org.uk/).

Find out more about the festival on our website: [www.frequency.org.uk](http://www.frequency.org.uk/)

## The Team

Frequency Festival is produced and delivered by [Threshold Studios](http://www.thresholdstudios.tv/), one of the UK’s leading creative and cultural agencies, using digital technology to create space for change. We nurture creativity, seek new diverse talent and deliver transformative experiences so that people and places can thrive.  
  
Throughout our 23-year history, cultural equality has been a key driver of Threshold’s mission and activity. As a social enterprise and an Arts Council England National Portfolio Organisation, we play a strategic role in the development of the creative digital sector, enabling partnerships across the arts, digital and creative media industries, the public sector, grassroots communities and higher education.  
  
We build innovative programmes and opportunities for audiences within the places where the public have ownership and agency, with a particular focus on those from diverse backgrounds and those who are currently under-represented in the arts and media industries.

We have been delivering industry-facing training linked to production schemes for 21 years and have delivered 49 paid internships since 2011.

**The Role**  
This development opportunity is invaluable experience for a dynamic entry level Production Assistant, passionate about culture, media and the arts. It will include working alongside an experienced Production team ensuring the delivery of all aspects of the festival as well  smooth running of the production office in festival week.

 They will be expected to:

* Work closely with the Director of Programmes, Event Producer and the Production Teams during pre-production of the festival, delivery and take down
* Be a point of contact during festival week for technical, production and volunteer teams
* Support the Production team in all facets of their role
* Assist with running the Production Office and the day to day running of the festival
* Support with logistics pertaining set up of the installations and exhibitions within the festival as well as the takedown
* Assist with hospitality requirements and travel arrangements for artists and delegates

**Personal Requirements**

**Essential**

* Qualified to Degree Level - Graduate of University of Lincoln College of Arts (any subject) from within the last three years (graduation years 2019, 2020 and 2021)
* Strong interpersonal skills
* Ability to work independently as well as part of a team
* Motivated through long days and early calls
* Works well under pressure
* Experience in some sort of production capacity/organizational role
* Excellent working knowledge of Microsoft Office and related packages
* Able to multi task

**Desirable**

* Clean Driving License
* An interest in art, performance and digital installations
* Understanding of relevant health and safety legislation (PAT testing, risk assessments)

**Key Dates**  
Application closing date: **27th August 2021**  
Interview date: **2nd/3rd September 2021**   
Start date: **13th September 2021**

This internship will commence mid September and run until early November 2021 with a combination of part time and full time hours\*.

Throughout the month of October the internship is full time hours in the lead up to and during the festival period. Some evening and weekend work will be required.  
  
\* 2 days per week during September, full-time during October, 2 days per week during November

**Salary**  
National Living Wage of £8.91 per hour for approximately 240 hours.

**How to Apply**

To apply for one of our internship roles, please email your CV and cover letter (no more than one page) to Nathalie Baker - [nathalie@frequency.org.uk](mailto:nathalie@frequency.org.uk).

Please include the name of the internship role you are applying for in the subject header.  
  
We are committed to using skills development to improve accessibility, representation and equality within the creative sector. We welcome and encourage applications from people from a diverse range of cultural and socio-economic backgrounds. If you wish to have an informal chat with a member of the team about the role please email us at the above address.