

IMPOSSIBLE PRODUCING: ASSISTANT PRODUCER JOB DESCRIPTION

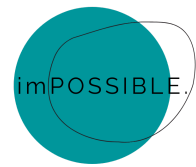
Reporting to: Operations Manager
Location: Penryn, Cornwall with options for
some remote working
Hours: 22.5 hours
Salary: £27,000 per annum pro rata 0.6
Fixed Term Contract: November 2025 - March 2026
Start date: From w/c 3 November 2025 (negotiable)

Impossible Producing Ltd is looking for an Assistant Producer, to support administrative and logistical tasks across our 2025/26 studio, events and festival programme.

ABOUT IMPOSSIBLE PRODUCING

imPOSSIBLE Producing are a production company specialising in theatre, events and experiences, based in Cornwall we work locally, nationally and internationally. imPOSSIBLE make things happen. We make things possible.

The company was founded in 2020 by Creative Directors Charlie Bunker (Wildworks, Arts Council England, Falmouth University) and Gabby Vautier (Young Vic, Barbican, Kneehigh). In 5 years, we have developed over 30 creative projects including critically acclaimed new plays, immersive



experiences, orchestras, podcasts, commercial musicals, and two international festivals (Falmouth International Arts Fest / FIAFest)

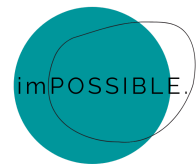
In 2024, we launched "The South West End" large scale work seeded in Cornwall for National stages; *A Child of Science* (Bristol Old Vic UK Theatre Best New Play Award nominee) and *The Creakers* by Tom Fletcher (Theatre Royal Plymouth / Southbank Centre London). We produce projects through a unique blend of subsidised and commercial models

Find out more imPOSSIBLE Producing on our website <https://impossibleproducing.com> or on social media @im_PossibleUK

FALMOUTH INTERNATIONAL ARTS FEST / FIAFEST

Falmouth International Arts Festival (FIAFest) brings world-class culture together with the cream of Cornish talent. Previous festivals have brought Internationally renowned artists, including Le Gateaux Chocolat, Okhams Razor and Abandoman and spotlighted local companies and artists, including Trifle Gathering Productions, CScape Dance and Seamas Carey. Falmouth University students have the opportunity to work on placements across the festival platform.

From 5-8 March 2026, we will showcase a slate of exciting radical new work, made through the Impossible Ideas Studio, showcased at the Made in Cornwall Summit



alongside National and International performers. With a programme of indoor, outdoor and immersive performance, talks, events & workshops for local communities, audiences and visitors to Cornwall.

Find out more about the festival at fiafest.org

THE MAKE IT POSSIBLE PROGRAMME

In 2025, we were granted a Cornwall and Isles of Scilly Shared Prosperity Grant entitled Make It Possible enabling us to launch the Impossible Ideas Studio and a Made in Cornwall Showcase event in March 2026.

We were also delighted to be able to expand the team and have welcomed Annie Ukleja as Operations Manager to support the delivery of the Make It Possible programme and are now looking for an Assistant Producer and Marketing Coordinator to the team.

The purpose of our project is to seed great ideas in Cornwall that can have wide Local, National and International appeal with an economically viable business model.

Many of these ideas will be platformed as part of our Made-in-Cornwall Showcase, at Falmouth International Arts Fest (FIAFest) in March 2026, where we will initiate, nurture and deepen relationships between the Cornish Arts Sector and local and national investors, programmers and producers.

Following the showcase we will follow up with invited delegates in order to explore future co-producing and investment opportunities to continue to produce some of the work onto the next stage.

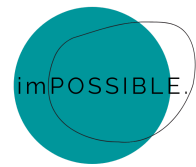
ASSISTANT PRODUCER: MAIN DUTIES AND RESPONSIBILITIES

- To support the Creative Directors and Operations Manager to administrate and organise for Impossibles slate of events, productions and projects.
- To assist negotiations, drafting and issuing letters of agreement, contracts, booking forms, schedules and associated paperwork directly with creatives and/or agents in an accurate and timely manner.
- To support with organising recruitment of creative and production teams, performers, facilitators and event staff eg Front of House / Volunteers
- Support with partnership working and sponsorship for the festival and Studio programmes
- To communicate effectively, in an accurate and timely manner, the information required to ensure the programme runs smoothly including processing payments.
- Support with organising and administering Impossible Ideas Studio residencies
- Support with organising and administering Impossibles sustainable merchandise project
- Support with organising and administering Production

- Management and producing training programme
- Support with collation of evaluation materials and report writing
 - Support with fundraising and investment
 - To support the scheduling of meetings and the management of the Creative Directors diaries, where necessary, arranging internal and external meetings, travel, room bookings and Zoom/Skype meetings using Outlook, Doodle etc.
 - To help to run Made in Cornwall SUMMIT events – including issuing invitations and running interval and post show hosting.
 - To provide an office management function, ensuring that excellent office and administrative systems are in place.
 - Other production and project related support as required.

ASSISTANT PRODUCER: GENERAL

- To support the Operations Manager with the establishment and maintenance of administration and communications systems for the company
- Actively abide by green policies and practices for the company;
- Adhere to, and actively contribute to all Impossible Producing policies, including Procurement, Equalities (diversity, access and equal opportunities), Environmental and Health & Safety;



- To act always in the best interest of the Impossible Producing;
- Any other duties as reasonably required.

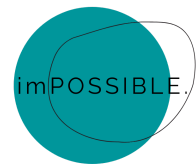
ASSISTANT PRODUCER: PERSON SPECIFICATION

- Excellent administrative and organisational skills.
- Proactive, able to work on own initiative.
- Ability to work in a fast-paced environment and be confident juggling priorities and prioritising effectively to meet a range of demands and deadlines
- Excellent communication skills, both written and verbal.
- A confident negotiator used to maximising income and minimising expenditure.
- Excellent IT skills with good knowledge of Word, Excel, CRM database systems.
- Experience of working in producing or administration in an arts organisation.
- A commitment to Diversity and Inclusion and to helping to make Impossible Producing a safe and supportive environment in which to work.
- Interest in building a career in theatre producing / management / programming

DESIRABLE

- First Aid qualification

HOW TO APPLY



Deadline for applications is 12pm Friday 17 October 2025

Online Interviews will take place Thursday 24 October 2025

To apply for the post please provide a CV and covering letter about why you are suited to this role. Please also complete the equal opportunities monitoring form - by email to; Annie Ukleja annie@impossibleproducing.com
Please state *Assistant Producer* in the subject line.

If you would rather apply in another format or require access support please contact us at annie@impossibleproducing.com.