

# Sadler's Wells Producing & Touring Trainee

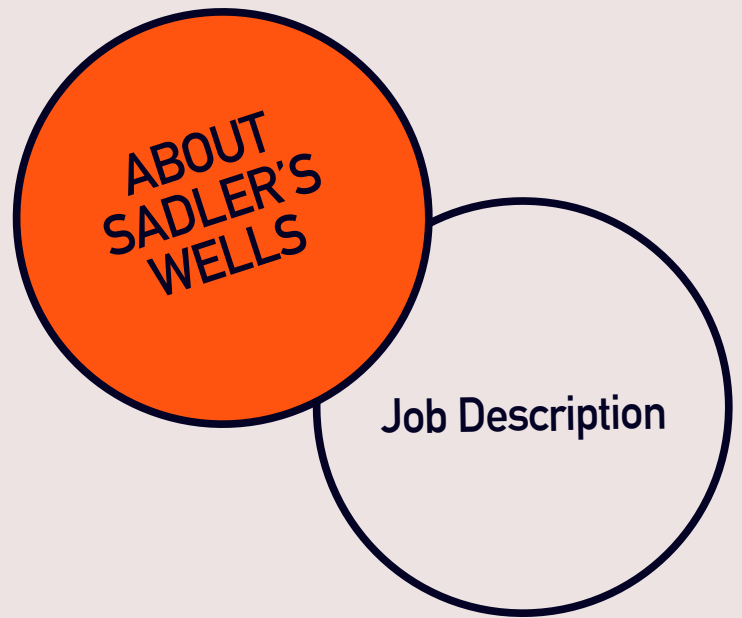
Location of role:  
Islington, EC1R 4TN

Placement hours: 30

Working pattern:  
P/T, 4 days a week

Placement length:  
12 months

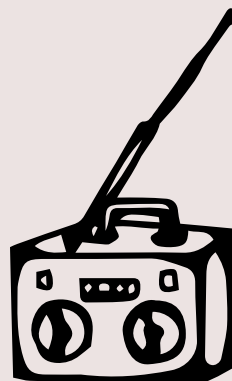
Salary:  
£13.15/hour



Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and share dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other. This role offers you the opportunity to bring your ideas, passion, knowledge, and experience to Sadler's Wells. In return, you will be part of a strong and supportive team in a world class arts organisation.

More than half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Today Sadler's Wells consists of the Sadler's Wells Theatre (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Visit our website to find out more:  
[www.sadlerswells.com](http://www.sadlerswells.com)





As a Producing and Touring Trainee you are taking your first step into an arts management role. Working across a range of productions, you play a key role in delivering Sadler's Wells' productions and touring projects.

By building internal and external relationships you will provide administrative and coordination support for the team. You will be assisting the Producers and Assistant Producers with logistical plans for artists, companies and production resources.

## TASKS AND RESPONSIBILITIES

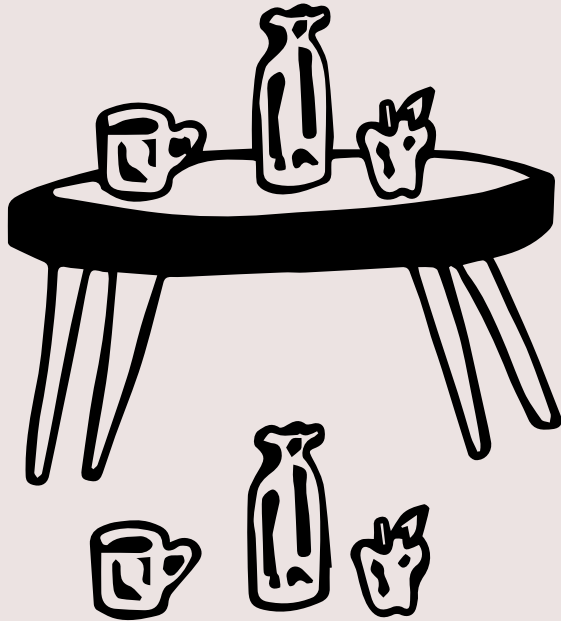
- Carrying out administrative duties including dealing with and responding to department enquiries, preparing welcome packs and information books for company members and maintaining records
- Assisting with logistical arrangements for productions and tours, including working closely with travel agents, booking travel and accommodation reservations
- Organising audition and rehearsal bookings; ensuring rehearsal and touring schedules are circulated efficiently and within set deadlines
- Support onsite and offsite events; rehearsals, performances and events where necessary (including some weekends)
- Demonstrating a welcoming, courteous and supportive efficient services to all visitors, audiences, participants, partners, artists and colleagues
- Supporting liaising with artists and technical teams on practical matters to ensure the smooth running of the tour, performance and/or rehearsal
- Assisting with department financial management, such as organising per diems (a daily allowance of money) for artists or company members and

reconciling department expenses using our finance system (XLedger).

- Assisting with marketing resources for productions and tours, such as preparing promotional materials.
- Attend events, rehearsals or performances as required.
- Attend meetings and training sessions as required

## SKILLS AND EXPERIENCE

- Demonstratable interest and familiarity in the Arts and Cultural Sector.
- Positive and proactive work ethic, with commitment to meeting standards
- Reliable and punctual, with positive time management.
- Experience of working with Microsoft Word, Excel and Outlook applications.
- Proficient in Maths and English.
- Ability to communicate clearly and effectively.
- Ability to follow instructions and absorb information.
- Ability to plan and organise, working within timelines and to deadlines.
- Ability to maintain accuracy and pay meticulous attention to detail.
- Ability to identify problems and seek support and help from others.
- Ability to remain calm under pressure.
- Friendly and welcoming personality, with ability to build and maintain positive working relationships.
- Knowledge and relevant experience of working on live events.
- Experience of working with people from a variety of different backgrounds.
- An understanding of the needs of artists and artistic companies.
- Experience working with WordPress and Photoshop.

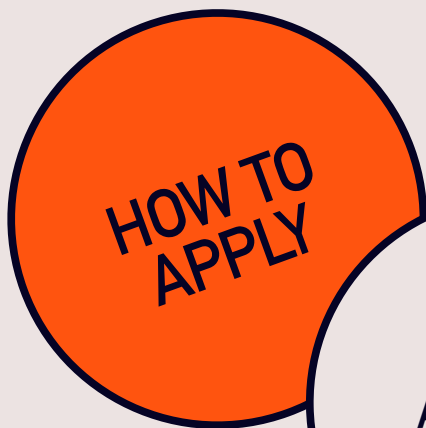


STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

## YOU MUST BE

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.



Complete our STEP application form by 10am on Friday 19 July 2024.

You can upload video or audio responses.

## FOR MORE INFORMATION

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/what-we-do/programmes/step-11>