



**A NEW
DIRECTION**
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STEP



Hospital Rooms

Production Trainee

Location of role: 404 Lock Studios, 7 Corsican Square,
London, E3 3YD

Placement hours: 30 hours

Working pattern: Mon-Thurs, 9am-6pm

Placement length: 12 months

Salary: £13.85 per hour/£21,600 per annum

About Hospital Rooms

The arts and mental health charity Hospital Rooms was founded when artist Tim A Shaw and curator Niamh White's friend was sectioned and admitted to an NHS mental health hospital. They were shocked to find the hospital environment cold and clinical, especially at a time when she was so vulnerable. Having worked in the arts for 10 years, Tim A Shaw and

Niamh White felt they had the skills and community to transform these spaces with unique and site-specific artworks.

Hospital Rooms envisions a world where abundant and meaningful creative opportunities are readily accessible to people with severe and enduring mental health diagnoses and where mental health hospital environments are inventive cultural spaces offering solace, comfort and dignity. We work with established and emerging artists to radically transform clinical settings with world-leading contemporary art.

We are a fast-paced, enthusiastic team with a knack for problem-solving, driven by a shared mission to blaze a creative path for others to follow. To thrive in this role, you will need to be self-motivated, committed to being a supportive and collegiate team member, and an open, effective communicator.

About the role

This is an exciting opportunity to join Hospital Rooms through the STEP programme and support our Production Lead to deliver projects in NHS mental health hospitals, fundraising events, and exhibitions. To flourish in our team you will be imaginative, compassionate, empathetic and able to communicate sensitively with different types of people. You will be open to learning new things and excited to develop your career in Production.

Creating extraordinary artwork is what drives us, so you must have a strong interest in contemporary visual arts and culture. In this role, you will have the opportunity to learn about the work of a growing arts and mental health charity and will gain skills to support your career development. Our new team member will be interested in learning new technical skills and supporting the Production Lead to deliver large-scale, multidisciplinary installations. We will ask candidates to demonstrate experience working in an operational or assistant role.

Role Responsibilities

This role consists of, but is not limited to, the following duties and responsibilities:

- Provide assistance to the Production Lead across all Hospital Rooms projects, exhibitions, edition launches, and events
- Act as a runner on projects, sites, fabrication, and for events
- Be an active member of our Green team, championing sustainability at every stage of our work
- Assist the Production Lead with general warehouse duties including maintaining the cleanliness and organisation of storage
- Carry, load and unload artwork; pack and unpack objects correctly and safely; prepare artworks for domestic and international shipping
- Adhere to all company policies and Health and Safety procedures
- Liaise with couriers, artist studios, fabricators to coordinate sampling for project and artwork builds
- Maintain files and folders, ensuring all information is up to date and accurate
- Work as a team to ensure efficiency and a smooth-running workplace
- Ad-hoc production tasks as and when required

Skills and experience

- Demonstrable administrative skills
- Open, collaborative, and a strong listener
- Strong attention to detail and organisational skills are essential
- A strong ability to work alongside a team, communicating effectively
- Empathetic to the needs of our community and their lived experience
- Passionate about delivering impactful projects for vulnerable people

The successful candidate will be required to complete a Standard DBS check, organised by Hospital Rooms. These are treated in the strictest confidence and a former criminal record does not automatically exclude you from this role.

Training Offered

We will offer you the following training and support throughout the period of your internship:

- Training in Safeguarding, Health & Safety, and Sustainability
- Introduction to the unique settings in which we work
- 1:1 support, guidance, and mentorship
- On-the-job learning and the opportunity to shadow team members
- Training on how to use any technology or tools required for the role

A degree is not a requirement in order to apply for this role.

Benefits and compensation

Hospital Rooms is a friendly and creative team, based out of a bright and modern office in East London.

We offer our team:

- 22 days holiday per year (pro-rata) plus bank holidays
- 3 mental health days per year
- Access to a health & wellbeing programme, including therapy & counselling
- Team outings to art exhibitions and cultural events
- Investment in personalised training and skills development

Emotional and Wellbeing Support

While the vast majority of our visits to wards are very positive experiences, we recognise that our work takes place in unusual and potentially challenging environments, and that we have a duty of care to provide you with emotional and wellbeing support while working with us.

Before visiting any of the services we work with or attending a workshop, Hospital Rooms will brief you thoroughly on what to expect from being in that particular setting.

Throughout the project, there will be a variety of options to provide you with support, whatever your circumstances or needs.

Your line manager will be available to talk to you within the working week about anything that is troubling you, whether directly or indirectly related to the project. You will also have access to the 24-hour helpline and a counselling service that is available to our staff.

About STEP

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.

How to apply

Complete our STEP application form by **5pm on Sunday 30th March 2025**, you can upload video or audio responses.

[STEP application form](#)

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

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/programmes/step>

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**GOOD
GROWTH
HUB**