

# Sadler's Wells Breakin' Convention Trainee

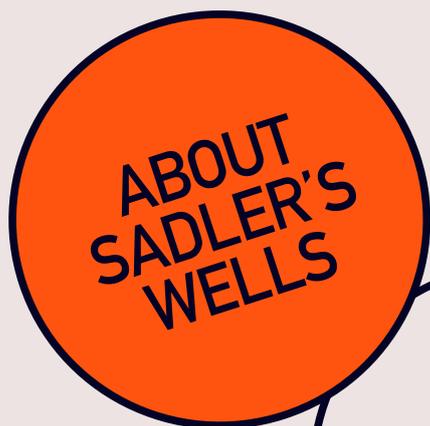
Location of role: Islington, EC1R  
4TN

Placement hours: 30

Working pattern: Part-time, 4  
days per week

Placement length: 12 months

Salary: £13.85 per hour



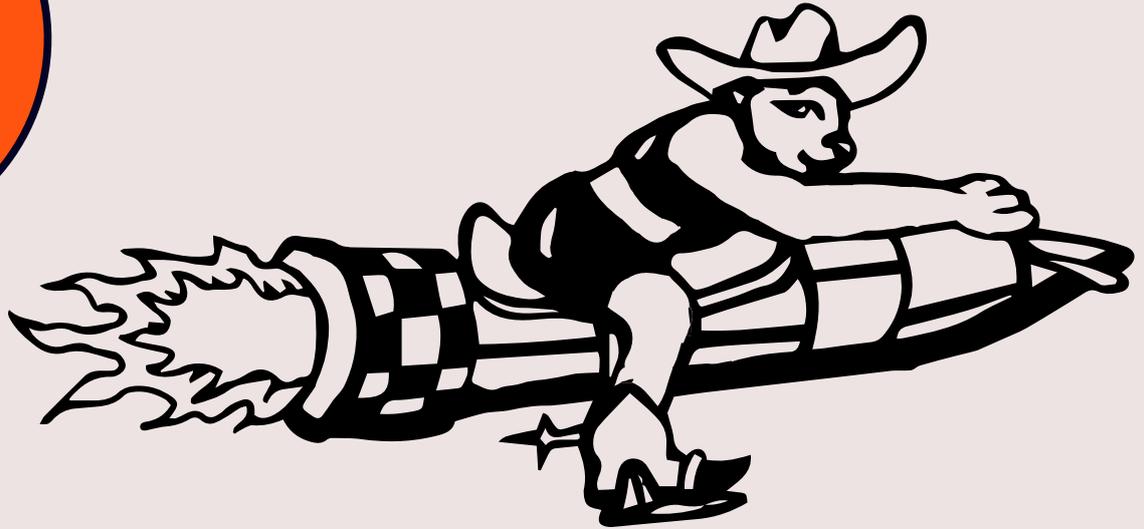
Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and share dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and 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.

[Breakin' Convention](#) represents the origins and evolution of hip hop culture from around the world and around the corner. It is world renowned for hip hop dance theatre. Through its international festivals and professional development programme, Breakin' Convention is at the vanguard of the global development of hip hop theatre. Supporting the artistic vision of hip hop theatre pioneer Jonzi D, Breakin' Convention produces its flagship annual festival at Sadler's Wells, one of the most prestigious platforms for dance theatre in the world. Since its inception in 2003 the festival has been pivotal to the development of the global hip hop theatre scene; touring nationally since 2007 and internationally since 2013, Breakin' Convention has reached live audiences of over 100,000.

Our fourth venue, Sadler's Wells East, is now open in Queen Elizabeth Olympic Park in Stratford. Sadler's Wells East sits at the heart of a new cultural and education district alongside the BBC, UAL's London College of Fashion, the V&A and UCL. Our new space houses a 550-seat theatre, a public community dance floor, and the Park Kitchen & Bar, as well as six new dance studios. Sadler's Wells East has a 550-seat mid-scale theatre, as well as facilities for the Rose Choreographic School and Academy Breakin' Convention which will feature the UK's first Hip Hop Theatre level 3 extended diploma.

Visit our website to find out more:

<https://www.sadlerswells.com>



As the Breakin' Convention Trainee, you are taking your first step into an arts management role. You will be working across a range of Breakin' Convention productions, events and projects. You will provide administrative and coordination support, as well as assisting with the delivering of event and programme activity.

## KEY RESPONSIBILITIES

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have in Sadler's Wells
- Carrying out administrative duties, including dealing with and responding to department enquiries, preparing welcome packs and information books for company members and maintaining records
- Assist with logistical arrangements for all Breakin' Convention activity, including booking travel and accommodation
- Organise audition and rehearsal bookings; ensuring rehearsal and touring schedules are circulated efficiently and within set deadlines
- Assist with marketing resources for productions and tours, such as preparing promotional materials
- Assist 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)
- Demonstrate a welcoming, courteous, supportive and efficient service to all visitors, audiences, participants, partners, artists and colleagues
- Support and liaise with artists and technical teams on practical matters to ensure the smooth running of the tour, performance and/or rehearsals
- Support onsite and offsite events, rehearsals and performances where necessary (including at the weekends)
- Attend events, rehearsals or performances as required (which may take place outside normal working hours)
- Attend meetings and training sessions as required
- Undertake other duties as may be reasonable required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety and Safeguarding Policies. This may include providing assistance with evacuation procedures or building searches in the event of any emergency at any of Sadler's Wells' premise.



## SKILLS AND EXPERIENCE

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.

- Demonstrable interest and passion in Hip Hop and 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, using verbal and/or non-verbal as appropriate
- Ability to follow instructions and absorb information
- Ability to plan and organise, working within timelines and to deadlines, and remain calm under pressure
- Ability to research and use the Internet confidently
- Ability to maintain accuracy and pay meticulous attention to detail
- Ability to identify problems and seek support and help from others, responding positively to change or challenging situations
- Confident working with people from a variety of different backgrounds, and ability to thrive in a team
- Friendly and welcoming personality, with the ability to build and maintain positive working relationships
- Ability to demonstrate an open mindset and deep curiosity about others, listen without judgment, and seek with empathy to understand those around them
- An understanding of the needs of artists and artistic companies
- Experience monitoring, updating and creating content for social media
- Experience of working with WordPress and Photoshop
- Experience of travelling, and foreign language skills



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
- Priority will be given to those that 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 5pm on Sunday 3 August 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](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/opportunities/step-13>