

Sadler's Wells Learning & Engagement Trainee

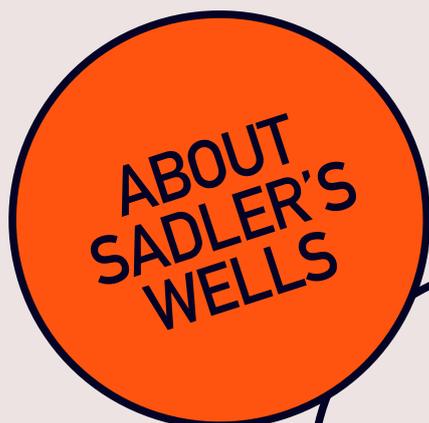
Location of role: Islington, EC1R
4TN

Placement hours: 30

Working pattern: Part-time, 4
days per week

Placement length: 12 months

Salary: £13.85 per hour



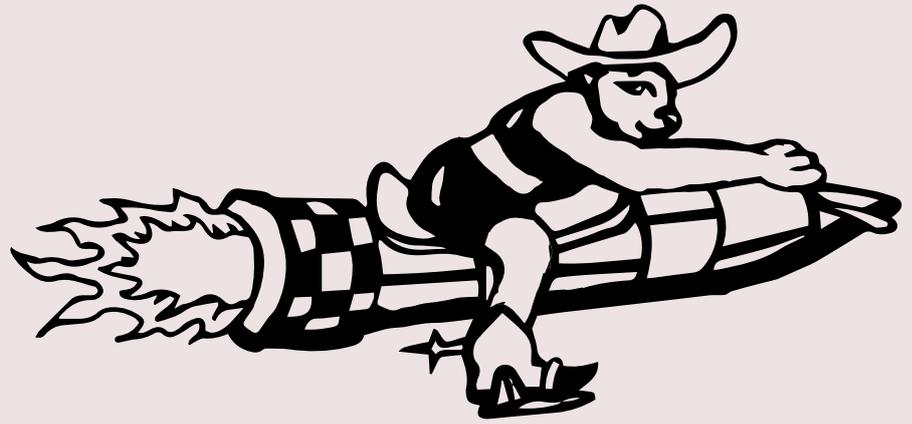
Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and share dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and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

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.

Our West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

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 Learning and Engagement Trainee you are taking your first step into an arts management role. Working with the Learning and Engagement (L&E) team, you play a pivotal role in delivering activity to increase community engagement, champion social inclusion, facilitate skills development and empower learning.

Arts Management is about connecting artists and creative work with audiences. Arts managers execute plans to make a production, event or project happen – bringing together communities to create an experience that inspires us all. The L&E Department is about creating and sharing opportunities that will encourage and motivate communities to participate in and with our artistic programme. By building internal and external relationships you will provide administrative and logistical support to plan, organise and coordinate the programme of Sadler’s Wells’ L&E activity. This includes the National Youth Dance Company (NYDC), associate schools, our young associates and companies and creative learning projects.

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
- Assisting with organising and coordinating arrangements for our learning and engagement activity, including associate schools, company of elders, National Youth Dance Company, and other community projects
- Supporting onsite and offsite events; attending residentials, workshops, performances, and events where necessary (including some weekends)
- Carrying out administrative duties, including dealing with and responding to department enquiries, preparing welcome packs and other project resources, and maintaining records
- Demonstrating a welcoming, courteous, and supportive efficient service to all visitors, audiences, participants, partners, artists, and colleagues
- Researching further opportunities to share information about Sadler’s Wells’ L&E activity and artistic programme
- Contributing to the development of promotional campaigns and materials to strengthen engagement
- Maintaining and developing knowledge on subjects and themes related to L&E activity and applying understanding and learning in an appropriate way to support participants and audiences
- Complying with, and keeping up to date on, safeguarding regulations
- Assisting with department financial management and reconciling department expenses using our finance system (XLedger)
- Attend residentials, events, rehearsals or performances as required
- 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.

- Positive and proactive approach to work
- Commitment to social inclusion
- Demonstratable interest and passion in the Arts and Cultural sector
- Understanding of the social impact and benefit of community arts
- Understanding of Health and Safety principles
- 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
- Experience of working with Microsoft Word, Excel and Outlook applications
- Proficient in math and English
- 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
- Responds positively to challenging situations
- Confident working with people from a variety of different backgrounds
- Ability to thrive in a team

- Confident adapting and creating new ideas and dealing with change



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

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>