



**A NEW  
DIRECTION**  
We create opportunity

**GOOD  
GROWTH  
HUB**

**SADL  
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**STEP**

## **Breakin' Convention; Sadler's Wells**

**Location of role:** Sadler's Wells Theatre Angel,  
Rosebery Avenue, London, EC1R 4TN

**Placement hours:** 30 hours pw

**Placement length:** 12 months

**Salary:** £23,088 per annum (in line with London  
Living Wage at 30 hours/week)

### **STEP Strand: STEP 14**

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.

#### **About the role**

Summarise the role you are recruiting for with an outline of the key roles 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
- 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

### **Essential skills & behaviour**

Provide clear summary of the requisite skills and behaviours. Such as:

- Clear written and verbal communication
- Organised and able to prioritise
- Collaborates well in a team and seeks feedback
- Comfortable learning new digital tools

### **Desirable (nice to have)**

Provide clear summary of the requisite skills and behaviours. Such as:

- Experience creating content for social media
- Awareness of our sector

### **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 12 July, 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/programmes/step>

