



**A NEW
DIRECTION**
We create opportunity

**GOOD
GROWTH
HUB**

STEP

**SADL
ERSW
ELLS**

Programming Trainee

Location of role: Across sites: - EC1R 4TN, Islington;
WC2A 2HT, Holborn and E20 2AR, Stratford

Placement hours: 30 hours a week

Working pattern: Part-time, over 4 days per week

Placement length: 12 months

Salary: £14.80 per hour

About Programming

The Programming Department is responsible for the presentation of work at its London theatres, off-site presentations, and the Sadler's Wells Artist Development Programme. The Department's work includes programming productions and festivals, drafting contracts, preparing financial proposals and budgets, handling negotiations and discussions with visiting companies, promoters, music publishers, organising the access programme for productions, artist liaison, and liaising internally across the wider Sadler's Wells team.

About Sadler's Wells

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 opened in 2025 in London's Queen Elizabeth Olympic Park. Sadler's Wells' stunning new space is located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site forms part of a new cultural and education district, which also includes a major new University College London (UCL) campus and has direct links to the creative communities already based in east London.

Sadler's Wells East houses 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/>

About the role

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

Responsibilities

- Organising and coordinating logistical arrangements for visiting companies
- Preparing event requests (ERs) for programming events
- Assisting with the arrangements for open dress rehearsals, post-show parties, talks and any other additional activity around the programme
- Supporting with the preparation of company information documents, including visiting company packs and company books
- Assisting in the administration of record and processes, taking phone calls and responding to emails
- Helping with database management: updating the filing system and storage, including setting up new files and reviewing existing files
- Assigning Certificates of Sponsorship for international company members
- Attending airport pick-ups as required
- Preparing and circulating schedules and welcome company information
- Circulating running times for performances across all venues
- Booking in production and studio space for the department on Artifax
- Assisting with additional requirements for visiting companies as they arise
- Presenting a welcoming, courteous, and efficient service to all visitors to Sadler's Wells' artists and colleagues
- Along with other colleagues, be available and willing to be 'Person in Charge' (PIC) at post show parties, events, and non-public programmed events outside of the theatre's regular operating hours
- Attending opening night performances and post-show receptions as required
- Assisting with department financial management, raising purchase orders using our internal financial system (Xledger) and processing invoices

- Attending meetings and training sessions as required
- Undertaking other duties as may be reasonably required
- At all times to carry out duties and responsibilities regarding Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety and Safeguarding Policies. This may include aiding with evacuation procedures or building searches in the event of any emergency at any of Sadler's Wells premises.

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 in, and passion for, the Arts and Cultural Sector
- Experience of administrative processes and/or training relevant to administrative role
- Experience of working with Microsoft applications such as Word, Excel and Outlook
- Positive and proactive work ethic, with commitment to meeting standards
- Reliable and punctual, with positive time management
- Ability to pay meticulous attention to detail and maintain accuracy whilst handling a varied workload
- Ability to demonstrate initiative, good communication and interpersonal skills
- Ability to work calmly under pressure
- Experience and confidence in dealing with people from a variety of backgrounds
- Friendly and welcoming personality
- An understanding of the needs of artists and artistic companies

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

