



Press Assistant

About Sadler's Wells

Sadler's Wells is a world-leading arts organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

Over 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. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsals studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and 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.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be 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 will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2022.

The Department

The Press Office is part of the External Affairs function led by the Executive Director, which encompasses Press, Marketing and Fundraising activities. The Press team devises and implements press campaigns for individual productions at Sadler's Wells, advises visiting companies and external agencies where applicable and contributes to the work of the department and the key communication objectives of the organisation, working closely with other departments.

The Role

The Press Assistant reports to the Senior Press Manager. The principal responsibility of the post-holder is to monitor and distribute press cuttings and maintain the office database, provide administrative support to the team as a whole, to support media campaigns (e.g. helping with photocalls and press nights) and maintain the department's projects and cuttings archive.

Key responsibilities

- Compiling and distributing daily press cuttings
- Researching and updating the press database, ensuring accuracy of material and generating contact lists
- Coordinating press mail outs and producing packs for press campaigns
- Maintaining the documentation of press cuttings, photographic material and programmes (physical and digital), and archiving projects
- Assisting with researching, writing and distributing press releases for show campaigns and the season press release
- Helping to coordinate press trips, photocalls, filming and events as appropriate
- Working on other projects and activities within the Press Office and External Affairs department as required and playing an active role in achieving the aims and targets of the organisation
- Maximising income and minimising expenditure without loss of quality in all areas of responsibility
- Attending occasional staff meetings, training sessions, press desks, photocalls and other events which may take place outside normal working hours

- Coordinate booking spaces for press meetings and events
- Carry out all administrative work generated by the above activities
- Undertake other duties as may be reasonably required
- At all times, carrying out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises.

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.

What we are looking for

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential

- Previous experience in an administrative role; ideally within an arts environment
- Highly organised and flexible approach to work
- Ability to work with a high degree of accuracy and to meet tight deadlines
- Excellent attention to detail
- A confident team player
- Good computer literacy (MS Office including Word for Windows and Excel, and Adobe, Photoshop)

Desirable

- Interest in dance and the arts
- Previous experience in a communications or press office environment
- Working knowledge of computerised databases
- An understanding of digital content and social media

Terms and conditions

Salary £21,000 per annum, based on 35 hours per week, plus an additional paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company has a Death in Service insurance policy covering twice the annual salary

The company offers a Cycle to Work salary sacrifice scheme

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit the online application form by 11.59pm on Sunday 4 February 2018.
Late applications will not be considered.**

Interviews will take place on Thursday 8 February 2018.

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