



## **PRODUCING & TOURING INTERN**

**Fixed term, part time position**

### **About Sadler's Wells**

Sadler's Wells is a world-leader in contemporary dance, commissioning and producing more dance than any other theatre in the world. At Sadler's Wells, people from all walks of life and backgrounds come to experience dance in an enormous variety of forms and styles - from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. 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.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is for dance to reflect and shape contemporary culture. 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. We have two ambitions over the next ten years: we want to rethink the way people create dance and we want to increase people's appetite for dance.

Sadler's Wells Theatre has been located in Islington since the 17<sup>th</sup> 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 the Queen Elizabeth Olympic Park, as part of the project known as 'Olympicopolis'. Sadler's Wells will occupy the Stratford Waterfront site, sitting 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 culture and education quarter, 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 500-seat mid-scale theatre, as well as facilities for a Choreographic School 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 2021.

## **The Role**

Working across a range of productions, the principal responsibility of the Producing and Touring Intern is to assist with the administrative and coordination support for both Sadler's Wells Productions & Touring projects.

**Reporting to:** Senior Producer

## **Main responsibilities**

The Intern will undertake the following duties and activities:

- Supporting the Producing and Touring Coordinator and Assistant on logistical arrangements for productions and tours. This will include travel bookings, working closely with the department's travel agent, accommodation reservations, rooming lists and per diems, rehearsal bookings, and organising auditions
- Preparing the information books that are provided to company members on tour
- Circulating rehearsal and touring schedules
- Caring for, providing information to, and liaising with artists and technical teams on practical matters both in rehearsal and on tour
- Assisting with database updates
- Assisting with marketing for the productions and tours, such as preparing promotional material and mail-outs
- Assisting with the archiving of both Producing & Touring Department
- Collating and recording education statistics
- Assisting with workshop bookings and logistics
- Provide general administration support including maintaining office systems, dealing with general correspondence and enquires via phone and email, updating filing systems and storage management

- Assist with reconciliation of expenses from the Executive Producer

### **Other responsibilities**

- Attend opening nights, performances or other events as required
- Meeting and greeting artists from time to time
- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours as required
- Undertaking other duties as may be reasonably required
- At all times to carrying out duties and responsibilities in regards to Sadler's Wells' Equal Opportunities and Health and Safety Policies. This will 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.*

### **PERSON SPECIFICATION**

We are seeking to appoint a candidate with the following skills and attributes:

#### **Essential Criteria**

- Experience of working in an office environment
- Good communication and interpersonal skills, particularly the ability to assemble information clearly to distribute to others
- Experience of working with MS Office, including Word, Excel, Outlook
- Competent in use of the internet
- Good organisational skills with the ability to coordinate practical arrangements
- Ability to pay meticulous attention to detail and maintain accuracy
- Ability to work well as part of a team
- Ability to demonstrate initiative
- Ability to work calmly under pressure
- Confident in dealing with people from a variety of different backgrounds
- Friendly and welcoming personality
- Reliable and punctual
- An interest in the work of Sadler's Wells or the performing arts

## **Desirable Criteria**

- Experience of working in a theatre and/or an understanding of the needs of artists
- Experience working with WordPress and Photoshop
- Foreign language skills
- Experience of travelling abroad

## **TERMS AND CONDITIONS**

<b>Length of internship:</b>	6 months
<b>Pay:</b>	£13,042 per annum, pro rata (equivalent To £8.36 per hour)
<b>Hours of work:</b>	30 hours per week
<b>Days:</b>	4 days per week to be mutually agreed
<b>Evening/Weekend work:</b>	Required (system of TOIL in place)
<b>Time off in lieu:</b>	Available
<b>Holiday:</b>	25 days, plus paid bank holidays, pro rata
<b>Preferred starting date:</b>	27 March 2017

## **APPLICATION PROCESS**

<b>Deadline for applications</b>	<b>Sunday 5 March 2017</b>
<b>Date of Interviews</b>	<b>Friday 10 March 2017</b>

## **Shortlisting and interviews**

Shortlisted applicants will be notified via email and invited to attend an interview. This is an opportunity for you to find out more about the role and meet some of the people that you will be working alongside. It also provides an opportunity for them to learn more about your skills and interest in the role.

## **After the placement**

All interns are employees of Sadler's Wells and are encouraged to have regular contact with their mentor and the HR department, regarding preparing for next steps and seeking out further employment or training.

## **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 note that although Sadler's Wells is accessible for staff as well as patrons and performers, we regret that access to the offices at The Peacock is very limited.

**Please submit the online application form by 11.59pm on Sunday 5 March 2017.  
Late applications will not be considered.**

[About Sadler's Wells](#)

[See what we do](#)

[Apply](#)