



Breakin' Convention Support (Business Administration Apprenticeship) Fixed term position

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.

Supporting the artistic vision of hip hop theatre pioneer Jonzi D, Breakin' Convention produces its flagship annual festival at Sadler's Wells, one of the most prestigious platforms for dance theatre in the world. Since its inception in 2003 the festival has been pivotal to the development of the global hip hop theatre scene; touring nationally since 2007 and internationally since 2013, Breakin' Convention has reached live audiences of over 100,000.

Breakin' Convention is committed to the development of hip hop theatre artists by providing a variety of participatory opportunities. These include professional development programmes for choreographers, dancers and emcees, projects for young people and educational activities in schools as well as bespoke special events.

In the next five years, these projects will culminate in the opening of a new cultural centre for hip hop, including a hip hop academy, within the new Sadler's Wells venue in Queen Elizabeth Olympic Park in Stratford, east London. As well as a mid-scale auditorium, this new Sadler's Wells venue will also include a new centre for choreographic practice and will be part of the new cultural and education district alongside UAL's London College of Fashion, the V&A Museum and UCL.

Breakin' Convention and Sadler's Wells

Since its foundation, Breakin' Convention has been based at world-leading dance house Sadler's Wells. Together, Breakin' Convention and Sadler's Wells create a place where artists come together to make work and where people of all ages and from all walks of life come to experience dance.

Breakin' Convention is an integral part of Sadler's Wells' artistic programme which commissions, produces and presents dance made today across a wide range of styles to audiences of over half a million people each year. Sadler's Wells' stages include our main house and the Lilian Baylis Studio in Islington; and The Peacock in the West End. We also commission and produce original work to tour to venues across the UK and around the world. Our new venue in east London will provide a stage especially for mid-scale dance work.

The Role

The principal responsibility of the Breakin' Convention Apprentice is to provide administrative and coordination support for Breakin' Convention festivals, touring, professional development and educational programmes.

Reporting to: Head of Breakin' Convention

Key responsibilities

The Breakin' Convention Apprentice will be responsible for undertaking the following duties and activities:

Project and Office Administration

- Providing administrative and coordination support for Breakin' Convention (for festivals, national and international tours) including: scheduling, artist liaison, travel booking, updating company information packs, updating logistical spreadsheets, collating company information for programmes, acting as liaison when required
- Providing administrative support for the professional development and education programmes and projects, including: booking travel, arranging accommodation, coordinating and liaising with participants and external partners
- Assisting with project evaluation

Marketing Administration

Working in conjunction with the Sadler's Marketing department:

- Acting as first point of contact for Breakin' Convention marketing information
- Liaising with artists and companies to collate relevant information for show programmes
- Liaising with venues for information for print
- Ensuring the marketing information site is up to date for all tour venues

- Copy writing and proof reading as and when required
- Assisting with marketing Breakin' Convention's educational offer, including: sending flyers and other marketing materials to diverse communities, acts, grass-roots organisations/services and creative services locally and nationally
- Coordinating and collating sales and attendance figures and analytical data across all Breakin' Convention activity for reporting and archiving purposes
- Contributing to Breakin' Convention's overall marketing strategy

Other responsibilities

- Maintaining a database of contacts including national arts organisations and grass root arts service providers
- General office duties including preparing meeting agendas and minute taking, replenishing office supplies
- Undertaking other duties as may be reasonably required
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion, 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
- Completion of the Level 3 Business Administration apprenticeship, and Level 2 English and Maths as required, as provided by Lewisham Southwark College
- College attendance and study (at work and in own time) is also mandatory

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 are we looking for

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

Essential Criteria

- Good computer literacy with experience of working with MS Office
- Good written and verbal communication skills
- Good organisational skills, and the ability to coordinate practical arrangements
- Ability to work calmly under pressure, and meet deadlines
- Ability to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- Inquisitive, proactive and takes initiative
- Excellent interpersonal skills, including the ability to deal with a wide range of people
- Ability to work well as part of a team, but also be self-motivated and manage own time and workload
- Understanding of and use of social media platforms
- Interest in hip hop culture
- Available to work evenings and weekends as a normal part of the working week

Desirable

- A passion for dance and the arts and knowledge of hip hop culture.
- An interest in grassroots marketing to diverse communities
- Experience of writing content or copy

TERMS AND CONDITIONS

Length of apprenticeship:	18 months
Pay:	£8.30 per hour (£12,948 p.a.)
Hours of work:	30 hours per week (including College time)
Evening/Weekend work:	Required
Time off in lieu:	Available
Holiday:	25 days, plus paid bank holidays, pro rata
Application closing date	
Interview date:	Wednesday 24 April 2019
Preferred starting date:	April 2019

APPLICATION PROCESS

Deadline for applications Sunday 21 April 2019

AFTER THE PLACEMENT

All apprentices 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.