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Sadler's Wells

Programming Trainee

(6 month Fixed-term Traineeship)



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

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 create 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.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This fixed term, trainee role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, you will be welcomed into a strong and supportive team in a world class arts organisation.



Background Information

Sadler's Wells is a world-leading creative 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.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, 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 rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

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 theatre academy, all planned to open by the end of 2023.

Artistic Vision

The artistic programme encompasses not only productions and presentations but also all our artist development, learning and participation and touring programmes. The vision is led by the Artistic Director & Chief Executive through to the Artistic Planning Committee Board which includes the Executive Producer, Director of Programme Management, Director of Learning and Engagement, Peacock Programmer and Head of Breakin' Convention.

The Department

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 and music publishers, organising the access programme around productions, artist liaison, and liaising internally with all Sadler's Wells departments

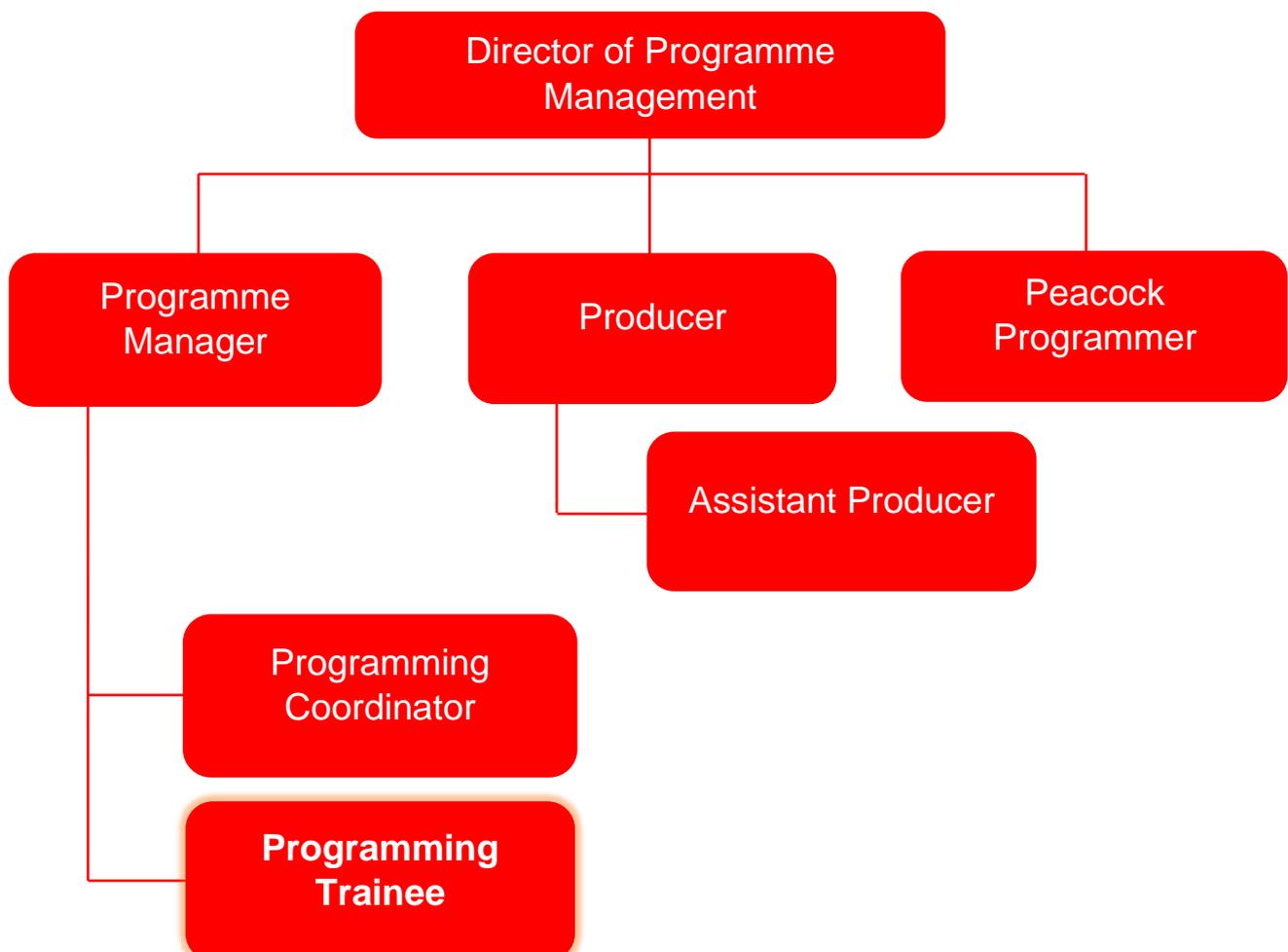
The Role

Reporting to: Programme Manager

As the Programming Trainee you are taking your first steps into an arts management role. Working across a range of projects, you will be responsible for providing administrative support in the delivery of Sadler's Wells' artistic programme, offering a welcoming service to artists, companies and staff.

By building internal and external relationships you provide administrative and coordination support for the team.

The Programming department:



What are my responsibilities?

The Programming Trainee will attend to and support the following areas of duties and activities:

Administration:

- Organising and coordinating logistical arrangements for visiting companies
- Preparing event requests (ER's) for Programming events
- Assisting with the arrangements for open dress rehearsals, post show parties, talks and any other additional activity around the programme.
- Assisting with the preparation of company information documents, including visiting company packs and company books
- Assisting in the administration of records and processes, taking phone calls and responding to emails
- Assisting 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

Communication and Artistic Liaison:

- Attending airport pick-ups as required
- Preparing and circulating schedules and visiting company information
- Circulating running times for performances across all three houses

Events:

- Booking in ad hoc studio and space requests for the department
- Assisting with additional requirements for visiting companies, such as booking 'extras'; flowers, or physio appointments
- Presenting a welcoming, courteous and efficient service to all visitors to Sadler's Wells, artists and colleagues
- Along with other colleagues in the Programming Department, 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.

General:

- Attend opening night performances and post-show receptions as required
- Attending meetings and training sessions as required
- Undertake other duties as may be reasonably required
- 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' premise

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.

Who should apply?

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

Skills and Experience

Essential:

- Familiarity with the Arts and Cultural sector
- Experience of administrative processes and/or training relevant to an administrative role
- Experience of working with MS Word, Excel, Outlook software programmes
- Ability to pay meticulous attention to detail and maintain accuracy whilst handling a varied workload
- Ability to demonstrate initiative, good communication and interpersonal skills [or British Sign Language if primary language]
- Ability to work calmly under pressure
- Confidence in dealing with people from a variety of different backgrounds
- Friendly and welcoming personality
- Reliable and punctual Interest in the work of Sadler's Wells and/or the performing arts
- Must currently hold the right to work in the UK

Additional, but not essential:

- Knowledge and relevant experience of Arts Administration
- An understanding of the needs of artists and artistic companies
- Experience of working with people from a variety of different backgrounds



Why work for us?

Length of contract:	6 months
Pay:	London Living Wage
Hours of work:	Part-time, 30 hours over 4 days per week (Mon, Tues, Thurs & Fri)
Evening/Weekend work:	Required (with time off in lieu in place)
Start date:	September 2021

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will get 10 days annual leave (pro rata)
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- Engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

We welcome all applications by 11.59pm GMT on Sunday 1 August 2021. Interviews will take place virtually on Friday 6 August 2021.

