



STEP



Immediate Theatre Production Assistant – Voices of Change

Location of role:	Immediate Theatre, 10 Andre Street E8 2AA
Placement hours:	35 hours a week
Working pattern:	Flexible to meet the needs of the project, may include occasional evenings and weekends
Placement length:	12 months fixed term
Salary:	London Living Wage
STEP Strand:	Film, Music, Radio, TV, Broadcast & Production

About Immediate Theatre

[Immediate Theatre](#) works closely with local organisations and community groups to create performances which engage people in the process of change. Our purpose is to involve communities in creative projects that inspire wellbeing break down barriers and engage people in the process of personal and social change. We use theatre and the arts to help people engage with issues and concerns. The term “immediate” implying the “right here” on your doorstep and the “right now” of what is happening today. We believe that the arts have an intrinsic role to play in society and should not be restricted within institutions, but happening everywhere.

About the role

The post holder will support the Producer and volunteers with recording and documenting oral histories, editing material for heritage features and creating additional interviews and features for a monthly podcast. We are looking for an individual with audio and digital media skills and the flexibility, energy and enthusiasm to master a range of new skills.

RESPONSIBLE TO: Producer (Voices of Change)

KEY RESPONSIBILITIES:

- To work closely with the team to help research, plan and facilitate the production of podcasts
- To assist with the editing and recording of content using appropriate editing programmes (training provided)
- To assist with scheduling, record keeping, marketing and administrative duties
- To work with the Volunteer Coordinator to carry out outreach and development work to engage new listeners and contributors for the work
- To attend and contribute to project and company meetings and take part in training, supervision and company development activities as required
- To integrate anti-discriminatory practice into all aspects of work with the company and promote equality
- The post holder is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Skills and experience

	Essential	Desirable
Knowledge, Education, Qualifications and Training		

Skills and/or Abilities		
A strong knowledge of and keen interest in radio or audio production	X	
An enthusiasm for heritage work	X	
Good time management skills and experience of working to tight deadlines	X	
Strong organisational skills and a good eye for detail	X	
Excellent spoken and written communication and interpersonal skills	X	
An understanding of and commitment to Equal Opportunities	X	
A desire to develop a career in Media		X
Experience		
Experience of editing audio and/or video – i.e., Reaper, Audacity, etc.	X	
An understanding of and enthusiasm for community arts practice		X
Experience of working with over 50s		X
Knowledge of Hackney and the East London area and immigrant communities		X
Other requirements		
Adaptable and flexible	X	
Enthusiastic about their work and willing to contribute to company activities	X	
Enjoys working with people	X	
Enjoys problem solving	X	
Enjoys a challenge and can work under pressure	X	
Can work under own initiative and as part of a team	X	

The successful candidate will need to undergo a DBS check prior to confirmation of employment.

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist

industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 10am on Friday 31 March, you can upload video or audio responses.

[STEP application form](#)

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>