



# STEP



## Producing & Touring Trainee

Location of role: EC1R 4TN, Islington

Placement hours: 30 hours a week

Placement length: 12 months

Salary: £18,642.00 ( London Living Wage)

STEP Strand: Theatre & Dance

## About Sadler's Wells

Sadler's Wells is a world – learning 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.

Over half a million people attended 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 17<sup>th</sup> 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.

Visit our website to find out more:

<https://www.sadlerswells.com/>

## About the role

As the Producing & Touring Trainee you are taking your first steps into an arts management role. Working across a range of productions, you are responsible for delivering Sadler's Wells' productions and touring projects.

By building internal and external relationships you will provide administrative and coordination support for the team. You will be assisting the Producers and Assistant Producers with logistical plans for artists, companies and production resources.

### Responsibilities

#### Producing & Touring

- Carrying out administrative duties including dealing with and responding to department enquiries, preparing welcome packs and information books for company members and maintaining records
- Assisting with logistical arrangements for productions and tours, including working closely with travel agents, booking travel and accommodation reservations

- Organising audition and rehearsal bookings; ensuring rehearsal and touring schedules are circulated efficiently and within set deadlines
- Support onsite and offsite events; rehearsals, performances and events where necessary (including some weekends)
- Demonstrating a welcoming, courteous and supportive efficient services to all visitors, audiences, participants, partners, artists and colleagues
- Supporting liaising with artists and technical teams on practical matters to ensure the smooth running of the tour, performance and/or rehearsal
- Assisting with marketing resources for productions and tours, such as preparing promotional materials
- Assisting with department financial management, such as organising per diems (a daily allowance of money) for artists or company members and reconciling department expenses

#### General

- Attend meetings and training sessions as required
- Undertake other duties as may be reasonable 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 events of any emergency at any of Sadler's Wells' premise.

## Skills and experience

#### Essential

- Demonstratable interest and passion in the Arts and Cultural Sector
- Positive and proactive work ethic, with commitment to meeting standards
- Reliable and punctual, with positive time management
- Experience of working with Microsoft Word, Excel and Outlook applications
- Proficient in math and English
- Ability to communicate clearly and effectively
- Ability to follow instructions and absorb information
- Ability to plan and organise, working within timelines and to deadlines
- Ability to research and use the internet confidently
- Ability to maintain accuracy and pay meticulous attention to detail
- Ability to identify problems and seek support and help from others
- Ability to remain calm under pressure
- Friendly and welcoming personality, with ability to build and maintain positive working relationships

Additional, but not essential

- Interest in the work of Sadler's Wells
- Knowledge and relevant experience of Arts Administration
- Knowledge and relevant experience of working on live events
- Experience of working with people from a variety of different backgrounds
- An understanding of the needs of artists and artistic companies
- Experience working with WordPress and Photoshop
- Experience of travelling

## 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
- Priority will be given to those that 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 25 June, 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](mailto: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>

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**A NEW  
DIRECTION**  
We create opportunity

**GOOD  
GROWTH  
HUB**