



# STEP



## Programming 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

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

### Responsibilities

#### 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
- Supporting with the preparation of company information documents, including visiting company packs and company books

- Assisting in the administration of record and processes, taking phone calls and responding to emails
- Helping 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 welcome 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; from flowers to 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, event, and non-public programmed events outside of the theatre's regular operating hours

#### General

- Attend open night performances and post-show receptions as required
- Attending meetings and training sessions as required
- Undertake other duties as may be reasonable required
- At all times carry out duties and responsibility with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies

## Skills and experience

#### Essential

- Familiarity with the Arts and Cultural sector
- Experience of administrative processes and/or training relevant to administrative role
- Experience of working with Microsoft suite
- Ability to pay meticulous attention to detail and maintain accuracy whilst handling a varied workload
- Ability to demonstrate initiative, good communication and interpersonal skills

- Ability to work calmly under pressure
- Confidence in dealing with people from a varied background
- Friendly and welcoming personality

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 background

## 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 Sunday 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**