



STEP

SECRET
CINEMA

Secret Cinema

Creative Assistant

Location of role: Westminster

Placement hours: 40 hours per week

Working pattern: Mon-Fri 9am-6pm

Placement length: 12 months

Salary: £11.95/ hour

About

Secret Cinema has been thrilling audiences for **15 years**, delivering **award winning** and **unmissable experiences**, fusing the world of **cinema and site-specific immersive entertainment**. Audiences get the chance to experience their favourite characters and stories in a whole new way. Titles like **Moulin Rouge!**, **Blade Runner**, **Dirty Dancing** and **Casino Royale** have attracted over **half a million visitors in the past 5 years alone**.

Secret Cinema is part of TodayTix Group and the job is based in our shared office and onsite when a show is in production.

https://www.secretcinema.com/en_GB

About the role

As part of the STEP programme, Secret Cinema is looking for an **enthusiastic, hardworking** and **proactive individual** to join our **Creative team** as a **Creative Assistant**.

This is an exciting entry level role, suitable for candidates passionate about the **creative media/theatre/event management space** with a strong desire to get stuck in and grow in a fast-paced creative environment.

The **Creative Assistant** will work closely with the creative and production teams providing ad hoc support on all things Creative!

Whilst the role sits within the Creative department, candidates will also work closely with the Production team, amongst others to bring our ideas to life!

Key Responsibilities

- Researching both new and developed ideas across a range of IPs
- Working closely with the team to deliver copywriting tasks
- Designing mockups and deck presentations
- Shadowing and assisting Senior Creatives on various ad hoc tasks
- Assist the Creative Teams on site when a show is in pre-production or live
- Various administrative support to the Creative Team

Skills and experience

- A strong ability to work alongside a creative team, communicating effectively
- Maintaining a calm and professional manner under pressure
- Trustworthy — must be comfortable handling confidential project information
- A highly organised, collaborative, pro-active self-starter
- A creative eye for detail
- Able to juggle multiple tasks with varying priorities
- Desire to work with Adobe Suite and GSuite
- A keen interest in pursuing a career in Creative Event Production
- Passionate on all things theatre and immersive!

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
- We welcome applicants who have been educated outside of the above boroughs but 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 29 September), 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>



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