

# Sadler's Wells Programming Trainee

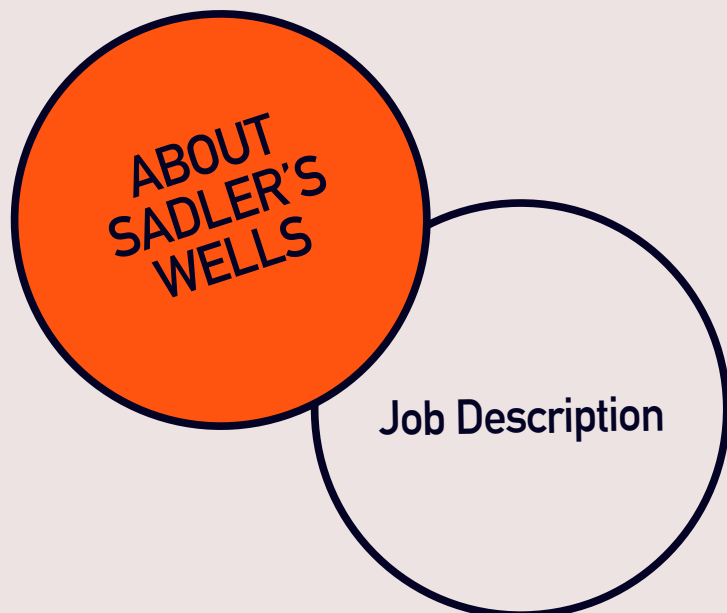
Location of role:  
Islington, EC1R 4TN

Placement hours: 30

Working pattern:  
P/T 4 days a week

Placement length:  
12 months

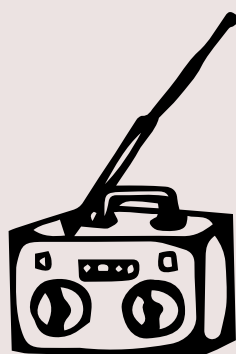
Salary:  
£13.15/hour



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 share 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. This role offers you the opportunity to bring your ideas, passion, knowledge, and experience to Sadler's Wells. In return, you will be part of a strong and supportive team in a world class arts organisation.

More than 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. Today Sadler's Wells consists of the Sadler's Wells Theatre (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.

Visit our website to find out more:  
[www.sadlerswells.com](http://www.sadlerswells.com)





As a Programming Trainee you will join our Programming Department which 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 for productions, artist liaison, and liaising internally across the wider Sadler's Wells team.

## TASKS AND RESPONSIBILITIES

- Organising and coordinating logistical arrangements for visiting companies
- Preparing event requests (ERs) 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
- Attending airport pick-ups as required
- Preparing and circulating schedules and welcome company information.
- Circulating running times for performances across all venues.
- Booking in ad hoc studio and space requests for

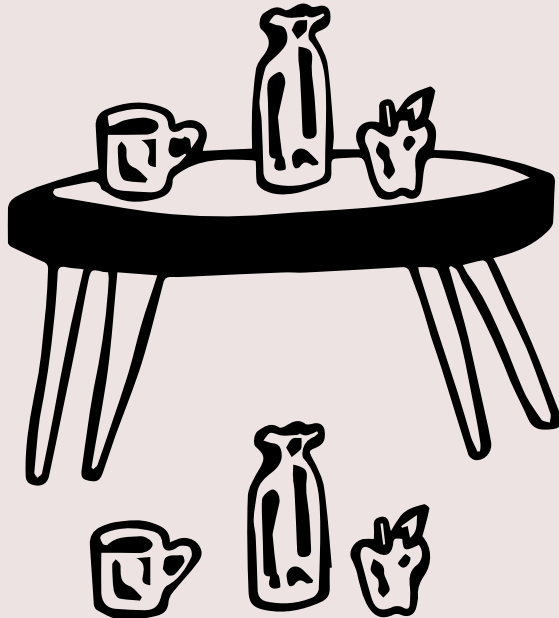
the department.

- 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, 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.
- Attend open night performances and post-show receptions as required.
- Assisting with department financial management, such as organising per diems (a daily allowance of money) for artists or company members and reconciling department expenses using our finance system (XLedger).
- Attend meetings and training sessions as required
- Undertake other duties as may be reasonable required.

## SKILLS AND EXPERIENCE

- Demonstrable interest and familiarity in the Arts and Cultural Sector.
- Experience of administrative processes and/or training relevant to administrative role.
- Experience of working with Microsoft applications such as Word, Excel and Outlook.
- Ability to pay meticulous attention to detail and maintain accuracy whilst handling a varied workload
- Good communication and interpersonal skills
- Ability to work calmly under pressure
- Experience and confidence in dealing with people from a variety of backgrounds
- An understanding of the needs of artists and artistic companies.

## 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

Apply Now

Complete our STEP application form by 10am on Friday 19 July 2024.

You can upload video or audio responses.

## 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/what-we-do/programmes/step-11>