

THEATRE INTERNSHIP

REF. NO. 681

About us

We are looking for an individual with an enthusiasm for theatre who wishes to pursue a career in Arts Management. The intern must be able to work as part of a compact team as well as working on individual projects, reporting back to the General Manager. We are looking for someone with great communication skills, and a willingness and ability to successfully manage a number of projects at any one time.

The Intern will work in the theatre's busy but small office. Alongside the General Manager, the intern will be involved in assisting in all aspects of managing the theatre.

This experience will provide an invaluable insight into working in the theatre industry, and the intern will have the opportunity to develop key skills and contacts within the industry. We believe this is an exciting career opportunity for the right person.

We are looking for a commitment of a minimum 3 days per week with one of these being devoted to the Front of House evening performances, exact hours can be negotiated and flexibility agreed where practical. The minimum length of internship would be 6 weeks.

Description of Role

To be on hand to support the General Manager and the Artistic Directors in the fields of Programming, Technical, Front of House, Marketing and Press.

Number of employees

3 full time, several free lance, part time and volunteers

Tasks

Front of House

- Ensure signage is kept up to date throughout the building and in relation to the current show
- Assisting in the Box Office operation and being the first point of contact
- Selling theatre merchandise and accounting the revenue
- Responsibility for the closure of the Front of House operation

Programming

- Answering hire enquiries, sending out hire packs and answering production related questions
- Be involved in conducting recce's of the building
- Pro-actively using the internet and other avenues to marketing the theatre in promoting the venue as a resource locally, educationally and professionally.
- Work with the team, to maximize our theatre's profile in the local community by liaising with local publications, community groups/networks and schools/college/employers and researching potential new theatre audiences
- Attending production meetings and writing minutes
- Being a production runner and helping in the acquisition of production related material

Technical

- Assisting in keeping technical stock in a working condition, replacing light bulbs and ensuring areas conform to Health and Safety
- Helping improve the IT systems and software
- Operating the lighting desk to assist with rehearsals and performances

Marketing and Press

- Assist in the production of our theatre marketing materials; including leaflets, posters, direct mail letters and advertising: this process includes copy-writing, proof reading, and liaising with theatre staff, creative teams, graphic designers and printers.
- Assisting the team on monitoring and updating our website, developing our archive and other ongoing activity.
- Assist the team with the production of theatre programmes for each production.
- Liaison with creative agents to collate actor and creative team biographies, researching images and obtaining copyright for their usage.

Other

- General administrative assistance
- Ensure Front Of House is fully stocked with marketing literature
- To attend relevant meetings and take minutes where appropriate
- General telephone and reception duties as required

Skills needed

Essential Criteria

- Strong communication: both in written and verbal English
- Absolute attention to detail
- Interest in theatre/arts industries/ cultural sector
- Self-motivated and able to see project through to end result
- Sensitivity to diverse range of people and their needs
- Confident to make initial approaches to organizations and communities
- Ability to use Microsoft Word and the internet as a resource
- Ability to work effectively under pressure

Desirable Criteria

- A related qualification/experience/training
- Ability to use Microsoft Excel and Access
- Experience of Photoshop/Graphics packages

Skills to be acquired

- Theatre business administration
- Finance
- Marketing
- Technical and Programming skills

Period

6 weeks minimum – preferably 3 months

Office languages

English

Location

London, W4

Financial support

None

Office hours

Varies – Generally no earlier than 11am, no later than 10pm – No more than 6 hours worked in one day unless agreed in advance

Contact

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