

THE OLD VIC

Education and Community Intern

Please note this position is only open to Southwark residents.

Responsible to	Education and Community Director
Duration	Fixed term contract (6 months)
Hours	Usual working hours are Monday–Friday, 10am–6pm with some occasional out of hours work (e.g. evenings and weekends)
Location	The Old Vic, The Cut, London, SE1 8NB
Salary	£20,280 per annum (pro rata)

The Old Vic

The Old Vic is London's independent not-for-profit theatre, a world leader in creativity and entertainment.

The Old Vic is mercurial: it can be transformed into a theatre in the round, a space for music and comedy, has played host to opera, dance, cinema, music hall, classical dramas, variety, clowns, big spectacles and novelty acts. It was the original home of the English National Opera, the Sadler's Wells dance company and the National Theatre. It's also been a tavern, a college, a coffee house, a lecture hall and a meeting place.

All of this is now in the bones of the building and is as important a part of its open-armed, inclusive, welcoming personality as its grand historic decor and the iconic performances and famous productions it has housed.

Today, Artistic Director Matthew Warchus is building on 200 years of creative adventure, with The Old Vic recently being hailed as London's most eclectic and frequently electrifying theatre. Under his leadership, we aim to be a surprising, unpredictable, ground-breaking, rule-breaking, independent beacon of accessible, uplifting and unintimidating art.

We hold the belief that theatre needs to be cherished, supported and shared with as many people as possible. Our 1000 seats are yours from £10 a ticket. Our productions are diverse, adventurous, new, exciting. Our education and talent programmes allow students to explore and artists of tomorrow to create. Our building is open and alive, day and night. Our theatre is yours.

So, whether you're looking for a comedy or new musical, a dramatic work or dance performance, a £10 preview, a late-night cocktail or a show you can watch together as a family, there is always something new to entertain at The Old Vic.

The Team

The Education and Community team is led by the Education and Community Director and includes the Education Manager, Young Persons Programme Manager and Education and Community Intern. The team also works with a number of freelance Facilitators and Project Managers.

Our Work

Each Year the Education and Community team work with over 5000 people through our innovative and engaging programmes, we aim to inspire people of all ages and backgrounds and open up our theatre to everyone.

Projects include:

Schools Club: For students aged 14–18 and teachers in London

Working in partnership with 40 London schools, Schools Club welcomes more than 1,200 young people to The Old Vic each year by offering free theatre tickets, bespoke workshops, backstage tours and a range of educational resources.

Front Line: For young people aged 16-25

Participants have the opportunity to discover more about careers in theatre through paid placements with our front of house team. Participants have the opportunity to watch one of our productions, shadow various members of staff and take on important roles welcoming patrons to our theatre.

Front Line Facilitators : For young people aged 18+

A Creative Practitioner Training Programme through which participants have the opportunity to gain advanced hands-on experience in creative facilitation, allowing them to develop key transferable skills as they prepare to lead their own workshops at the end of the programme.

Take the Lead: For students aged 16-18

Theatre-based workshops that support social mobility and build on five core employability skills: communication, self-management, self-belief, teamwork and problem solving. Drawing on The Old Vic's extensive experience as a theatrical institution, this programme will explore the five core skills through a series of creative workshops, special events and a digital learning platform.

Summer School: For young people aged 16-25

Open to young people from all backgrounds, (particularly those who have had limited or no access to arts opportunities in the past,) who want to learn new skills and gain confidence, as well as find out about a career in theatre. Participants will receive top level training in theatre-based skills, across a range of creative practices, ending in a sharing of their work.

Matinee Idols: For people aged 60+

Open to anyone aged 60+, the scheme is free to join and includes ticket discounts for matinee performances, pre-show events and an opportunity to socialize, meet new people and learn more about The Old Vic and our shows.

Purpose of job

The internship is an opportunity to gain valuable experience within a highly competitive industry. As Education & Community Intern you will support our work across all of our projects, with a particular focus on Schools Club and our Work Experience scheme, offering administrative and creative support.

Your support of these strands will include administration duties, workshop preparation and research.

Areas of responsibility

- Administration of the department diary on behalf of the Education and Community Director
 - Administrative support for the Education and Community Director
 - Acting as the main point of contact: managing the Education and Community email account, distributing information to appropriate team members and managing external queries
 - Giving administrative support to our department projects, in particular Schools Club and Work Experience
 - Working with the Commercial and Communications team to implement the Education and Community social media strategy, including input into the Twitter feed and researching potential content
 - Taking messages and passing onto the appropriate Education and Community team member
 - Preparing and researching materials for workshops, projects and events
 - Collating team expenses on a monthly basis for processing by Finance
 - Ensuring the departments' invoices are collated and accurately logged for the Finance department
 - Managing the booking diary and supporting the administration of The Old Vic Workrooms
 - Acting as a runner on workshops, projects and events
 - Meeting visitors and alerting the appropriate team member of their arrival
 - Preparing refreshments for meetings and clearing up afterwards
 - Updating the Education and Community section of The Old Vic Website
 - Contributing, where possible, to creative planning meetings
 - Accurately minuting team meetings, where relevant, and ensuring any action points are followed up on within the department
 - Assisting the Development team with administration and ad hoc assistance on cultivation and Press Night events
 - Attending appropriate Old Vic events as a representative of the Education and Community team
- This is not an exhaustive list of duties and the Theatre's management may, at any time, allocate other tasks which are of a similar nature or level.*

Person specification

The post holder must be able to demonstrate the following:

Essential

- Experience in an office context either as a volunteer or employee
- Experience of the use of new media (e.g. Twitter, Facebook, Pinterest etc)
- A high level of motivation and the ability to manage multiple requests
- Excellent written and verbal communication skills and confidence in a creative environment
- Excellent planning and organisational skills
- Able to work calmly under pressure
- Flexible, adaptable and resilient
- The ability to work collaboratively within small and large teams
- Knowledge of all Microsoft packages and Adobe Photoshop
- Experience of HTML code and Wordpress
- Education to A-Level, AS Level or equivalent with one subject being theatre studies or equivalent
- Knowledge of the local communities and how to engage with them
- A keen interest in Theatre, Theatre-in-Education and Community Theatre

Desirable

- A current Disclosure and Barring Service (DBS) Certificate or be willing to apply for one
- Experience of Tessitura, and SurveyMonkey
- Experience of facilitating educational or participatory projects

Application Guidance

To apply for this role, please:

- Send us a CV and short covering letter explaining why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities online survey (found on our website)

The deadline for receipt of completed applications is **Monday 18 February 2019 at 10am**.

It is intended that interviews will take place in the **week commencing Monday 18 February 2019**.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.

Equality and Inclusion

We are an Equal Opportunities employer and actively support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do.

All disabled candidates who meet the minimum essential criteria will be invited to interview.

If you would like to access this job description or submit your application in another format, we would be happy to speak to you further about your needs. Please contact the HR team on 020 7928 2651 or jobs@oldvictheatre.com to discuss a suitable alternative.