

## **THEATRE ADMINISTRATION INTERNSHIP - PAID**

The Bush Theatre is recruiting a Theatre Administration Intern. We are looking for someone passionate about theatre, who has been searching for an opportunity to begin their career in arts administration. This is a great opportunity to work in a busy theatre and learn by working alongside experienced practitioners working in the industry.

The Internship is for six months starting in November 2021 and working 25 hours per week. Due to the nature of our business some evening work e.g. attending previews or helping on supporters' guest nights, may be required for which overtime is not payable. For a full breakdown of responsibilities please see below.

**Suitable candidates must be aged 16-24, currently claiming Universal Credit and are required to apply through local Job Centres following a referral from their Work Coach.**

### **How to Apply:**

We want you to have the opportunity to really tell us about yourself and explain to us why this internship is right for you, so we would love to hear from you in whatever way feels most appropriate to you. All applications will be judged on content not on format. We have suggested some options below, but if you would like to suggest an alternative let us know.

- A written letter or statement - no more than 500 words
- Video or voice recording - try to keep this to no more than 5 minutes
- Presentation PowerPoint or Keynote

All applications should address the following questions:

- Why the Theatre Administration internship is the right opportunity for you at this time
- Why you want to do an internship at the Bush Theatre and what you hope to gain
- What skills, qualities or ideas you will bring to the Bush Theatre
- What experiences you have had previously that have prepared you for this role

You can upload a video or sound file with your equal opportunities form to us using the We Transfer service <https://wetransfer.com/> - when using this service send your file to [jobs@bushtheatre.co.uk](mailto:jobs@bushtheatre.co.uk) with "Theatre Administration Internship" in the subject line. If you are applying in writing please send them via email along with your equal opportunities form to [jobs@bushtheatre.co.uk](mailto:jobs@bushtheatre.co.uk) with "Theatre Administration Internship" in the subject line.

Alternatively you may post to:

Jessica Pentney  
Bush Theatre  
7 Uxbridge Road  
London  
W12 8LJ

**Deadline for applications is 10am on Friday 3rd December 2021**

**1st round interviews** will take place w/c **Monday 6th December 2021**

**2nd round interview** dates are **TBC**.

We actively encourage people with different backgrounds and skills to join us and positively impact our teams and working practice. We are particularly keen to receive applications from people of colour and disabled people. All disabled candidates who meet the minimum criteria will be invited to interview.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

### **Potential benefits and outcomes of the internship**

An Internship at the Bush Theatre is a unique way to gain hands on career related experience in a producing venue, by carrying out planned and supervised work that:

- Contributes to personal and professional development through significant work assignments
- Helps you gain experience in a busy department and in different areas of theatre production.
- Gives first hand experience of working within a producing theatre.
- Involves a supervision component that is mentoring and educational.
- Enables you to gain an understanding of all departments working at the Bush Theatre.
- Has a reflection and evaluation process at the conclusion of the internship.
- Includes career guidance e.g. writing CVs and cover letters as well as preparing for interviews.
- Provides an understanding of the theatre industry.

Expected Outcomes:

You will:

- Improve and broaden administrative skills including the use of digital applications
- Gain an understanding of Arts Administration in a theatre setting
- Improve research skills within a performing arts context
- Learn how to effectively plan, prepare and coordinate events and projects
- Experience working hands-on in a fast moving producing new writing venue

## **Job Description**

<b>Title:</b>	Theatre Administration Intern
<b>Supervised by:</b>	Dependant on department
<b>Hours of Work:</b>	25 hours per week worked over 3 days between 10:00 to 18:00 and 1 x 4 hour day. Flexible hours/days available. Due to the nature of our business some evening work e.g. attending previews or helping on supporters' guest nights, may be required for which time in lieu will be given.
<b>Duration of the Work Placement:</b>	Six months fixed term starting November 2021
<b>Intern Salary:</b>	London living wage

## **Work to be undertaken:**

Internship may be in the Marketing or Literary department providing general administrative support.

- To provide general administrative support to the Bush team
- To provide reception support, answering the phone to external enquiries and greeting visitors
- To sort, distribute and respond to emails that come to the Bush Theatre's general inquiries inboxes
- To attend and minute meetings as appropriate
- To place orders of general office requirements as requested
- To collect and distribute post and to send post at the end of a day
- To assist the team in maintaining databases and calendars
- To assist the team in setting up events and meetings
- To assist with general filing and record-keeping
- To provide research and general support
- To complete specific projects as required
- To be trained on Spektrix and provide reception cover where necessary
- To maintain the Bush Theatre's physical and digital archives
- To support the team in ensuring all equipment is checked, maintained and restocked as necessary.
- To occasionally assist facilitators during meetings or workshops and help document as appropriate through photography, filming, sound recordings and blogs
- To assist with the collection of feedback for evaluation purposes

## Limits of Responsibilities:

It is recognised that the intern is not a formal member of staff of the Bush Theatre and that as a consequence whilst the intern may be delegated important tasks that requires work without direct supervision, that they will not be delegated the full responsibility for the task.

## **Personal Specification:**

### **Here's what you DON'T need:**

- Degree
- Previous theatre experience

### **Here's what you DO need:**

- A passion for new writing and theatre
- An interest in developing a career in arts administration
- Good communication skills both written and spoken
- An eagerness to throw yourself in and take initiative
- Organisational skills (prioritising and working to deadlines)
- Computer literate, with some experience of Google suite and Microsoft applications
- **Willingness** to ask for help when necessary

### *Desirable*

- Previous experience of working in an office or arts organisation
- You may be required to have a DBS check