

Creative Learning Intern

Responsible to: Community Engagement Manager

Hours: required to work 3 days per week 25 per week, in Park Theatre building on days of Creative Learning classes and working from home. Days to be agreed. working some evenings and weekends. Standard office hours are Monday - Friday 10am – 6.00pm

Term: Fixed Term

Hourly Rate of pay: London Living Wage / £10.85

About Park Theatre

Park Theatre is a neighbourhood theatre with a global ambition. We present world class theatre, collaborating with the finest existing and emerging talent. We produce both in-house and in partnership with the most excellent existing and emerging producers, for whom we endeavour to provide an unparalleled level of support. With a welcoming and nurturing environment we want Park Theatre to be accessible to everyone, within our diverse community and beyond – and through affordable ticket pricing and outreach programmes we aim to engage those with little or no experience of theatre.

Purpose of the Job:

Working particularly closely with the Community Engagement Manager, the Creative Learning intern will assist in the day to day running of the creative Learning department as well as supporting on specific projects where appropriate. You'll be a fast worker, a quick learner, and someone who is excited by our vision of high-quality work in the heart of the Finsbury Park community. This is a great opportunity to work in a busy theatre and learn by working alongside experienced practitioners working in the industry.

Job Description:

- Respond to all creative learning enquiries via phone and email
- Outreach work including; Contacting and communicating with local schools, community organisations and groups and community venues.
- To attend the weekly company meeting
- Supporting admin of creative learning
- Keeping a check of and ordering resources and materials for creative learning classes and tours and workshops
- Booking school and community group tours and workshops
- Communicating with creative learning facilitators for the running of creative learning classes and tours and workshops
- Proofing marketing for Creative Learning

Essential skills, experience and qualifications:

- Excellent customer service and telephone manner
- Good verbal and written communication skills
- Friendly, proactive, eager to learn
- Excellent attention to detail
- Proficient in the use of Microsoft Office, particularly Excel and Word
- Strong interpersonal skills, with the ability and confidence to interact effectively with a wide range of people from different backgrounds
- Ability to maintain a polite and helpful attitude
- A passion for the arts, with a particular interest in the performing arts and participation
- Ability to multi task, work independently and meet deadlines
- Excellent time management skills and to and prioritise workload
- Excellent attention to detail
- Strong organisational skills

Desirable:

- Knowledge and understanding of community engagement and or creative learning in the arts

Employability support:

Training provided by Creative Access/Kickstart.

Communication skills will be practiced on the phone, via email and zoom meeting to participants, external partners including, schools, community groups and arts organisations.

Internal training: Safeguarding, box office system (Spektrix), copy writing and proofing skills.

Ongoing support from line manager in interview prep, CV writing & providing references.

How to apply:

Suitable candidates must be aged 16-24, currently be claiming Universal Credit and are required to apply through local Job Centres following a referral from their Work Coach. Anyone interested should speak to their Work Coach as soon as possible. More information and to apply, please visit the Find a Job website here: <https://findajob.dwp.gov.uk/details/7655961>

Once referred by your Job Centre job coach, applications should be made by submitting a covering letter explaining in no more than two sides of A4 what attracts you to the internship and detailing relevant skills and experience. Please also submit a C.V. to jobs@parktheatre.co.uk (we can only accept applications after a referral from the Job Centre).

Closing date 31st December 2021